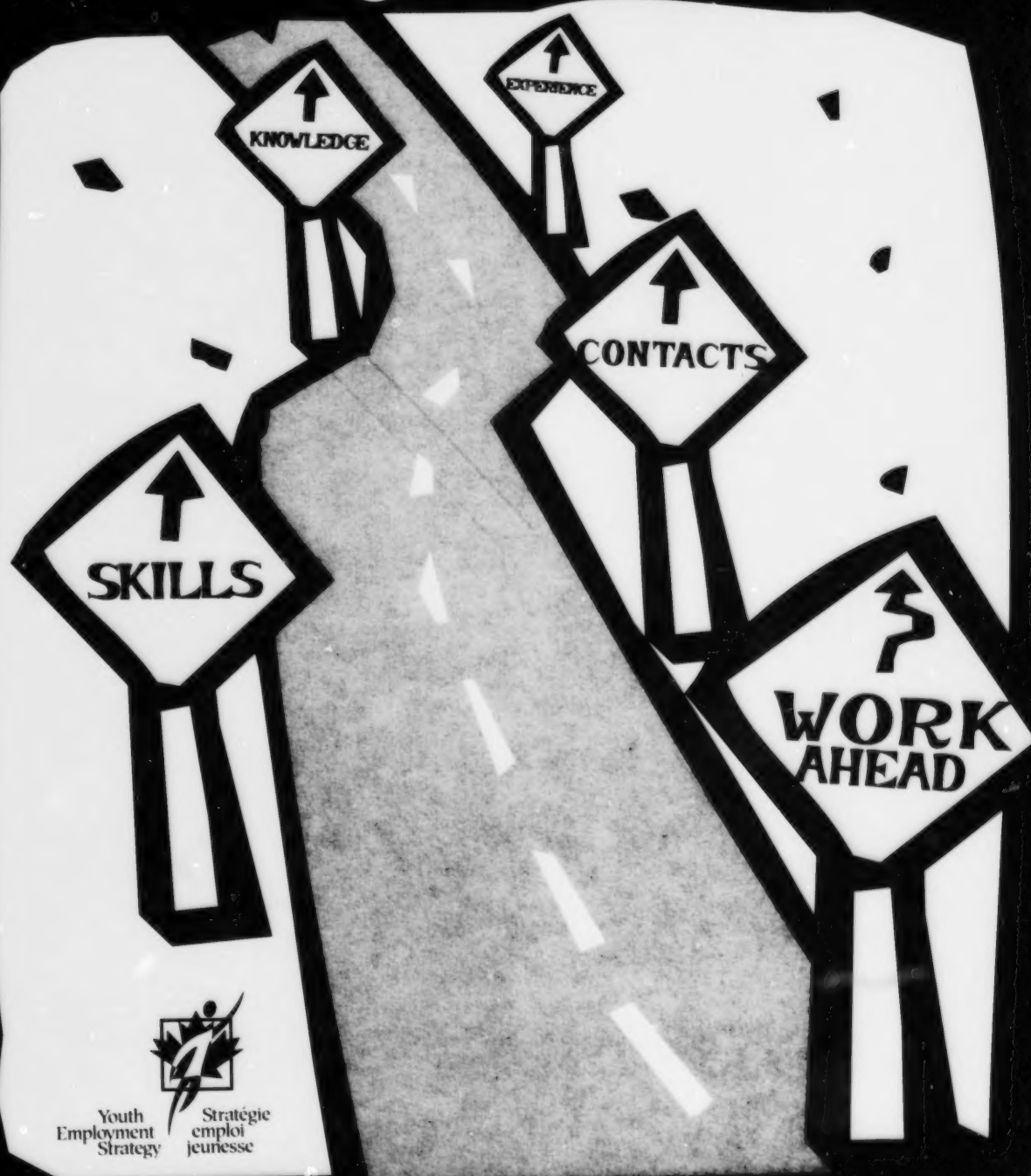


Looking for Work?



YOUTH EMPLOYMENT RESOURCE GUIDE 2000

IMPORTANT NOTICE

Having trouble accessing a program?

Have we left something out of the guide?

Have a question or comment?

Call the Youth Employment Resource Guide HOTLINE.

We are here to help!

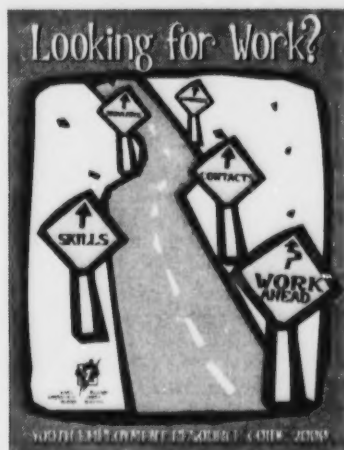
**1-800-590-8481 toll-free
or 424-5263 if you are in the Metro Halifax area**

The Centre for Entrepreneurship Education and Development (CEED) has made every effort to provide current information on all the programs contained in this guide. You will find that some program descriptions are more detailed than others. This is due to the fact that not all information was available at the time of publication.

As we receive more current/new information, it will be updated and posted on the Youth Employment Resource Guide page of the CEED web site at www.planetentrepreneur.com. Should you find any errors or omissions or have any questions or problems, please call the Youth Employment Resource Guide (YERG) hotline at 1-800-590-8481, toll-free or 424-5263 in the Metro area.

CEED will continue to maintain the Youth Employment Resource Guide web page as new information is received.

YOUTH EMPLOYMENT RESOURCE GUIDE

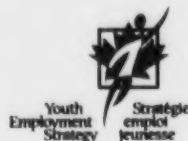


Third Edition

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Prepared by The Centre for Entrepreneurship Education and Development, in partnership with Human Resources Development Canada's Youth Employment Strategy.

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Human Resources
Development Canada

Développement des
ressources humaines Canada

Canada

Acknowledgements

The Centre for Entrepreneurship Education and Development (CEED) would like to extend thanks to Human Resources Development Canada and the government organizations whose support made the Youth Employment Resource Guide possible.

Table of Contents

How to Use this Guide	1
Programs with No Specific Educational Requirements	2
High School Students/Graduates	3
Community College Students/Graduates	5
University Students/Graduates	7
Post-graduates	9
Employment Programs	11
Canada's Digital Collections Program	12
Career Starts: Civil Service Internship Program	13
Community Access Program Youth Employment Program	14
Computers for Schools Technical Work Experience Program	15
Co-operative Education Program	16
Direct Job Placement	17
EcoAction 2000 Community Funding Program	18
Entrepreneurship Apprentices - Open for Business	19
Experience Canada	20
Federal Public Sector Youth Internship Program (FPSYIP): Graduate Program	21
Federal Public Sector Youth Internship Program (FPSYIP): Non-Graduate Program	22
Information Highway Science and Entrepreneurship Camps	23
International Environmental Youth Corp.	24
Municipal Project Work: Colchester County	25
Municipal Works: Town of Mulgrave	26
National Environmental Youth Corp.	27
National Research Council Summer Employment Program	28
National Youth Internship Program: Private Sector (Career Edge)	29
Nova Scotia Employment Program for Students	30
Nova Scotia Youth Conservation Corps (NSYCC): Summer Program	31
Offshore Training Program for Students	32
Public Service Commission of Canada	33
RCMP Summer Student Program	34
Recreation Program Leaders: Town of Kentville	35
SchoolNet Youth Employment	36
Science and Technology Internship Program: National Research Council	37
Science and Technology Internship Program: Natural Resources Canada (NRCan)	38
Science and Technology Youth Internship Program	39
Science Horizons Youth Internship Program	40
Student Connection Program	41
Student Employment: Canadian Museum of Civilization	42
Student Internship Employment Program (SIEP)	43
Student Internship Program	44
Student Loan Employment Program	45
Student Summer Employment Program: Parrsboro	46
Student Summer Employment Program: Trenton	47
Student Summer Job Action	48
Summer Career Placement: West Hants	49
Summer Career Placement Program: Annapolis Royal	50
Summer Employment for Youth: Springhill	51
Summer Employment Program: Berwick	52

Summer Employment Program: Canso	53
Summer Employment Program: Cumberland County	54
Summer Employment Program: District of Argyle	55
Summer Employment Program: District of Guysborough	56
Summer Employment Program: Nova Scotia Department of Agriculture and Marketing and Nova Scotia Agricultural College	57
Summer Employment Program: Nova Scotia Department of Community Services	58
Summer Employment Program: Nova Scotia Department of Transportation and Public Works	59
Summer Employment Program: Pictou County	60
Summer Employment Program: Town of Pictou	61
Summer Employment Program for Students: Berwick	62
Summer Employment Program for Students: National Gallery of Canada	63
Summer Fun	64
Summer Student Employment Program: Digby Area Recreation Commission	65
Summer Student Employment Program: Truro	66
Summer Youth Employment Programs: Barrington	67
Summer Youth Employment Programs: Region of Queens Municipality	68
Summer Youth Employment Programs: Region of Queens Municipality	69
Summer Youth Initiative Program	70
Targeted Wage Subsidy	71
Tourism Nova Scotia Employment Program	72
University Partnership Program	73
Young Canada Works in Both Official Languages	74
Young Canada Works in Heritage Institutions	75
Young Canada Works In National Parks and National Historic Sites	76
Young Canada Works in Science and Technology	77
Youth Employment Program: Annapolis County	78
Youth Employment Program: Antigonish	79
Youth Employment Program: Bridgewater	80
Youth Employment Program: Chester	81
Youth Employment Program: Clark's Harbour	82
Youth Employment Program: East Hants	83
Youth Employment Program: Inverness County	84
Youth Employment Program: Middleton	85
Youth Employment Program: Municipality of Clare	86
Youth Employment Program: New Glasgow	87
Youth Employment Program: Shelburne	88
Youth Environmental Challenge (YEC) Program	89
Youth International	90
Youth Internship Canada	91
Youth Service Canada	92
Entrepreneurship Programs	93
Aboriginal Business Canada	94
Black Business Initiative	95
Business Development Bank (BDC) Consulting Group	96
Cape Breton Youth Entrepreneurship Program	97
Entrepreneurship 12	98
Entrepreneurship Venture Centres (EVC)	99
ESP: Entrepreneurial Skills Program	100
First Nations and Inuit Business Loan Program	101
First Step Loans	102
Future Quest: Moving Towards Autonomy	103

Open for Business (OFB)	104
Second Chance: A Program for Youth in Conflict with the Law	105
Self-Employment Benefit	106
Small Business Growth Loans	107
Young Entrepreneur Awards	108
Young Entrepreneurs Connexion Seed Capital and Counselling Program	110
Young Entrepreneurs Going Places Conference	111
Young Entrepreneurs Small Business Loan Program	112
Youth Entrepreneurial Skills Program (YES)	113
Equity Programs	115
Aboriginal Policing/Diversity Management Summer Student Program	116
Aboriginal Training Program in Museum Practices	117
Articling Program	118
Black Internship Program (Nova Scotia)	119
First Nations and Indian Youth Work Experience Program	120
First Nations and Inuit Summer Student Career Placement	121
Native Internship Program (National)	122
Rehabilitation Programs and Services (RPS)	123
Summer Employment Diversity Initiative Program	124
Summer Employment Mentorship Program for Female Students	125
Women in Engineering and Sciences Program (WES)	126
Young Canada Works for Aboriginal Youth	127
Young Canada Works for Urban Aboriginal Youth	128
International Work Opportunities	129
Canada-France Young Workers Exchange Program	130
Canada-Germany Young Workers Exchange Program	131
Canada-Netherlands Young Workers Exchange Program	132
Canada-Switzerland Young Workers Exchange Program	133
Environmental Youth Exchange (EYE) Program	134
International Trade Development	135
International Youth Internship Program	136
Junior Professional Officers (JPO) Program	137
Workstudent Program (Germany)	138
Young Canada Works Internationally	139
Youth International Internship Program	140
Directory	141
Business Development Bank of Canada Nova Scotia Regional Branches	142
Business Service Centres	143
Canada Business Development Centres (CBDC): Nova Scotia	145
Enterprise Cape Breton Corporation CBDCs	147
Human Resources Development Canada (HRDC)	
Human Resource Centres for Students in Nova Scotia	148
Nova Scotia Department of Community Services Employment Support Services	151
Nova Scotia Department of Natural Resources Local Offices	154
Regional Development Authorities	157
Regional Tourism Associations	159
Other Useful Information	161
Notes for Those Interested in International Work Opportunities	162
Special Notes about Nova Scotia Municipal Unit	163
Quick Reference	164

How to Use this Guide

In this guide, you will find information on employment and entrepreneurship programs offered to youth by the federal, provincial and municipal governments. This guide is by no means a complete listing of all programs and services available, but it provides an excellent way to begin your employment search. The guide contains the following sections:

Table of Contents lists each program and its corresponding page number in the guide.

Acknowledgements expresses thanks to those who provided information or other resources.

How to Use This Guide explains how to use the guide to maximize your information gathering opportunities.

Program Listings by Their Educational Requirements lists programs by their specific educational requirements.

Employment Programs, Entrepreneurship Programs, Equity Programs and International Work

Opportunities provide detailed information on the programs listed in the guide. Employment programs target various employment opportunities within Canada. Entrepreneurship programs are designed to assist youth to create their own jobs by starting their own businesses. Equity programs help disabled youth, visible minority youth and Aboriginal and Inuit youth to access employment. International Work Opportunities offer the chance to work and live abroad.

Programs are arranged alphabetically within each of these four sections. One page is devoted to each program. In these sections, you will find the following information:

Program Details describes the requirements that applicants must meet to take advantage of the program, the purpose of the program and the work experience offered.

Financial Details gives information on wages and other monetary support provided by employers or those administering the program.

Application Details outlines when applications are accepted, where to return your completed application forms and other pertinent information.

Program Sponsor(s) names the organization(s) or government entity(s) that sponsors the program.

Contact Information provides specifics about where to direct inquiries or obtain more detailed information.

Directory lists the addresses and phone numbers for the branch offices of a number of government departments and other agencies.

Other Useful Information provides further details on international and municipal work opportunities.

Important Notes

- ◆ In general, the programs in this guide are designed for individuals between the ages of 18 and 30. However, some programs accept applications from 15- to 30-year-olds or from applicants who are 30 to 35 years of age. Other programs have no age barrier.
- ◆ Some program descriptions are more detailed than others. The guide contains the most current information that could be gathered at the time of publication. As we receive more current information, it will be updated and posted on the Youth Employment Resource Guide page of the CEED web site at www.ceed.ednet.ns.ca. Should you find any errors or omissions or have any questions or problems, please call the Youth Employment Resource Guide (YERG) hotline at 1-800-590-8481, toll-free in North America.
- ◆ Youth seeking employment with either the Town of Digby or the District of Digby will find employment programs for both locations documented under the Digby and Area Recreation Commissions.
- ◆ Many programs share a common name, especially those administered by the municipalities. Although you may see numerous "Summer Employment Programs" listed, be aware that each is a different program. Take the time to review each listing to see if the specific program interests you.

Programs with No Specific Educational Requirements

Please note: The entrepreneurship programs listed in this guide are not included in this section. Please refer to pages 93-113, inclusive, for educational requirements.

Program Name:	Page No:
Canada's Digital Collections Program	12
Direct Job Placement	17
EcoAction 2000 Community Funding Program	18
Environmental Youth Exchange (EYE) Program	134
Federal Public Sector Youth Internship Program (FPSYIP): Non-Graduate Program	22
First Nations and Indian Youth Work Experience Program	120
Nova Scotia Youth Conservation Corps (NSYCC): Summer Program	31
Rehabilitation Programs and Services	123
Targeted Wage Subsidy	71
Tourism Nova Scotia Employment Program	72
Youth Environmental Challenge Program	89
Youth International	90
Youth International Internship Program	140
Youth Internship Canada	91
Youth Service Canada	92

High School Students/Graduates

Please note: The entrepreneurship programs listed in this guide are not included in this section. Please refer to pages 93-113, inclusive, for educational requirements.

Program Name:

Page No:

Aboriginal Policing/Diversity Management Summer Student Program	116
Black Internship Program	119
Canada's Digital Collections Program	12
Community Access Program Youth Employment Program	14
Direct Job Placement	17
EcoAction 2000 Community Funding Program	18
Entrepreneurship Apprentices - Open for Business	19
Experience Canada	20
Federal Public Sector Youth Internship Program (FPSYIP): Graduate Program	21
First Nations and Inuit Summer Student Career Placement	121
Information Highway Science and Entrepreneurship Camps	23
National Youth Internship Program: Private Sector (Career Edge)	29
Native Internship Program (National)	122
Nova Scotia Youth Conservation Corps (NSYCC): Summer Program	31
Public Service Commission of Canada	33
SchoolNet Youth Employment	36
Student Employment: Canadian Museum of Civilization	42
Student Internship Employment Program (SIEP)	43
Student Internship Program	44
Student Summer Employment Program: Trenton	47
Student Summer Job Action	48
Summer Career Placement: West Hants	49
Summer Career Placement Program: Annapolis Royal	50
Summer Employment Diversity Initiative Program	124
Summer Employment for Youth: Springhill	51
Summer Employment Program: Berwick	52
Summer Employment Program: Canso	53
Summer Employment Program: District of Guysborough	56
Summer Employment Program: Nova Scotia Department of Community Services	58
Summer Employment Program: Nova Scotia Department of Transportation and Public Works	59
Summer Employment Program: Pictou County	60
Summer Employment Program: Town of Pictou	61
Summer Employment Program for Students: National Gallery of Canada	63
Summer Fun	64
Summer Student Employment Program: Digby Area Recreation Commission	65
Summer Youth Employment Programs: Barrington	67
Summer Youth Employment Programs: Region of Queens Municipality	69
Summer Youth Initiative Program	70
Targeted Wage Subsidy	71
Tourism Nova Scotia Employment Program	72
Young Canada Works for Urban Aboriginal Youth	128
Young Canada Works in Heritage Institutions	75

Youth Employment Program: Bridgewater	80
Youth Employment Program: Chester	81
Youth Employment Program: Clark's Harbour	82
Youth Employment Program: Middleton	85
Youth Employment Program: Shelburne	88
Youth Environmental Challenge (YEC) Program	89

Community College Students/Graduates

Please note: The entrepreneurship programs listed in this guide are not included in this section. Please refer to pages 93-113, inclusive, for educational requirements.

Program Name:

Page No:

Aboriginal Policing/Diversity Management Summer Student Program	116
Aboriginal Training Program in Museum Practices	117
Black Internship Program	119
Canada-France Young Workers Exchange Program	130
Canada-Germany Young Workers Exchange Program	131
Canada-Netherlands Young Workers Exchange Program	132
Canada-Switzerland Young Workers Exchange Program	133
Canada's Digital Collections Program (Industry Canada)	12
Career Starts: Civil Service Internship Program	13
Community Access Program Youth Employment Program	14
Computers for Schools Technical Work Experience Program	15
Co-operative Education Program	16
EcoAction 2000 Community Funding Program	18
Entrepreneurship Apprentices - Open for Business	19
Experience Canada	20
Federal Public Sector Youth Internship Program (FPSYIP): Graduate Program	21
First Nations and Inuit Summer Student Career Placement	121
Information Highway Science and Entrepreneurship Camps	23
International Environmental Youth Corp.	24
International Youth Internship Program	136
Municipal Project Work: Colchester County	25
Municipal Works: Town of Mulgrave	26
National Environmental Youth Corp.	27
National Research Council Summer Employment Program	28
National Youth Internship Program: Private Sector (Career Edge)	29
Native Internship Program	122
Nova Scotia Employment Program for Students	30
Nova Scotia Youth Conservation Corps (NSYCC): Summer Program	31
Offshore Training Program for Students	32
Public Service Commission of Canada	33
RCMP Summer Student Program	34
Recreation Program Leaders: Town of Kentville	35
SchoolNet Youth Employment	36
Science and Technology Internship Program: National Research Council	37
Science and Technology Internship Program: Natural Resources Canada (NRCan)	38
Science and Technology Youth Internship Program	39
Science Horizons Youth Internship Program	40
Student Connection Program	41
Student Employment: Canadian Museum of Civilization	42
Student Internship Employment Program (SIEP)	43
Student Internship Program	44
Student Loan Employment Program	45

Student Summer Employment Program: Parrsboro	46
Student Summer Employment Program: Trenton	47
Student Summer Job Action	48
Summer Career Placement: West Hants	49
Summer Career Placement Program: Annapolis Royal	50
Summer Employment Diversity Initiative Program	124
Summer Employment for Youth: Springhill	51
Summer Employment Mentorship Program for Female Students	125
Summer Employment Program: Berwick	52
Summer Employment Program: Canso	53
Summer Employment Program: Cumberland County	54
Summer Employment Program: District of Argyle	55
Summer Employment Program: District of Guysborough	56
Summer Employment Program: Nova Scotia Department of Agriculture and Marketing and Nova Scotia Agricultural College	57
Summer Employment Program: Nova Scotia Department of Community Services	58
Summer Employment Program: Nova Scotia Department of Transportation and Public Works	59
Summer Employment Program: Pictou County	60
Summer Employment Program: Town of Pictou	61
Summer Employment Program for Students: Berwick	62
Summer Employment Program for Students: National Gallery of Canada	63
Summer Fun	64
Summer Student Employment Program: Digby Area Recreation Commission	65
Summer Youth Employment Programs: Barrington	67
Summer Youth Employment Programs: Region of Queens Municipality	68
Summer Youth Employment Programs: Region of Queens Municipality	69
Summer Youth Initiative Program	70
Targeted Wage Subsidy	71
Tourism Nova Scotia Employment Program	72
Workstudent Program (Germany)	138
Young Canada Works for Aboriginal Youth	127
Young Canada Works for Urban Aboriginal Youth	128
Young Canada Works in Both Official Languages	74
Young Canada Works in Heritage Institutions	75
Young Canada Works in Science and Technology	77
Young Canada Works Internationally	139
Youth Employment Program: Annapolis County	78
Youth Employment Program: Antigonish	79
Youth Employment Program: Bridgewater	80
Youth Employment Program: Chester	81
Youth Employment Program: Clark's Harbour	82
Youth Employment Program: East Hants	83
Youth Employment Program: Inverness County	84
Youth Employment Program: Middleton	85
Youth Employment Program: Municipality of Clare	86
Youth Employment Program: New Glasgow	87
Youth Employment Program: Shelburne	88
Youth Environmental Challenge Program	89

University Students/Graduates

Please note: The entrepreneurship programs listed in this guide are not included in this section. Please refer to pages 93-113, inclusive, for educational requirements.

Program Name:	Page No:
Aboriginal Policing/Diversity Management Summer Student Program	116
Aboriginal Training Program in Museum Practices	117
Black Internship Program (Nova Scotia)	119
Canada-France Young Workers Exchange Program	130
Canada-Germany Young Workers Exchange Program	131
Canada-Netherlands Young Workers Exchange Program	132
Canada-Switzerland Young Trainee Exchange Program	133
Canada's Digital Collections Program	12
Career Starts: Civil Service Internship Program	13
Community Access Program Youth Employment Program	14
Computers for Schools Technical Work Experience Program	15
Co-operative Education Program	16
EcoAction 2000 Community Funding Program	18
Entrepreneurship Apprentices - Open for Business	19
Experience Canada	20
Federal Public Sector Youth Internship Program (FPSYIP): Graduate Program	21
First Nations and Inuit Summer Student Career Placement	121
Information Highway Science and Entrepreneurship Camps (Industry Canada)	23
International Environmental Youth Corp. (CCHREI)	24
International Youth Internship Program	136
Municipal Project Work: Colchester County	25
Municipal Works: Town of Mulgrave)	26
National Environmental Youth Corp. (CCHREI)	27
National Research Council Summer Employment Program	28
National Youth Internship Program: Private Sector (Career Edge)	29
Native Internship Program (National)	122
Nova Scotia Employment Program for Students	30
Nova Scotia Youth Conservation Corps: Summer Program	31
Offshore Training Program for Students	32
Public Service Commission of Canada	33
RCMP Summer Student Program	34
Recreation Program Leaders: Town of Kentville	35
SchoolNet Youth Employment	36
Science and Technology Internship Program: National Research Council	37
Science and Technology Internship Program: Natural Resources Canada (NRCan)	38
Science and Technology Youth Internship Program	39
Science Horizons Program	40
Student Connection Program	41
Student Employment: Canadian Museum of Civilization	42
Student Internship Employment Program (SIEP)	43
Student Internship Program	44
Student Loan Employment Program	45

Student Summer Employment Program: Parrsboro	46
Student Summer Employment Program: Trenton	47
Student Summer Job Action	48
Summer Career Placement: West Hants	49
Summer Career Placement Program: Annapolis Royal	50
Summer Employment Diversity Initiative Program	124
Summer Employment for Youth: Springhill	51
Summer Employment Mentorship Program for Female Students	125
Summer Employment Program: Berwick	52
Summer Employment Program: Canso	53
Summer Employment Program: Cumberland County	54
Summer Employment Program: District of Argyle	55
Summer Employment Program: District of Guysborough	56
Summer Employment Program: Nova Scotia Department of Agriculture and Marketing and Nova Scotia Agricultural College	57
Summer Employment Program: Nova Scotia Department of Community Services	58
Summer Employment Program: Nova Scotia Department of Transportation and Public Works	59
Summer Employment Program: Pictou County	60
Summer Employment Program: Town of Pictou	61
Summer Employment Program for Students: Berwick	62
Summer Employment Program for Students: National Gallery of Canada	63
Summer Fun	64
Summer Student Employment Program: Digby Area Recreation Commission	65
Summer Student Employment Program: Truro	66
Summer Youth Employment Programs: Barrington	67
Summer Youth Employment Programs: Region of Queens Municipality	68
Summer Youth Employment Programs: Region of Queens Municipality	69
Summer Youth Initiative Program	70
Targeted Wage Subsidy	71
Tourism Nova Scotia Employment Program	72
University Partnership Program	73
Women in Engineering and Sciences Program	126
Workstudent Program (Germany)	138
Young Canada Works for Aboriginal Youth	127
Young Canada Works for Urban Aboriginal Youth	128
Young Canada Works in Both Official Languages	74
Young Canada Works in Heritage Institutions	75
Young Canada Works in Science and Technology	77
Young Canada Works Internationally	139
Youth Employment Program: Annapolis County	78
Youth Employment Program: Antigonish	79
Youth Employment Program: Bridgewater	80
Youth Employment Program: Chester	81
Youth Employment Program: Clark's Harbour	82
Youth Employment Program: East Hants	83
Youth Employment Program: Inverness County	84
Youth Employment Program: Middleton	85
Youth Employment Program: Municipality of Clare	86
Youth Employment Program: New Glasgow	87
Youth Employment Program: Shelburne	88
Youth Environmental Challenge Program	89

Post-graduates

Please note: The entrepreneurship programs listed in this guide are not included in this section. Please refer to pages 93–113, inclusive, for educational requirements.

Program Name:	Page No:
Articling Program	118
International Trade Development	135
Junior Professional Officers Program	137

Employment Programs

Canada's Digital Collections Program

Program Details

This program is for youths between the ages of 15 and 30 who may be students, recent graduates or individuals who have left school in search of entry-level job experience.

This program offers applicants short-term jobs for varying lengths of time (based on the project requirements).

Successful applicants will work in teams, designing multimedia products for display on Canada's Digital Collections web site.

- ◆ Between 1996 and 1999, the program created over 2100 jobs.
- ◆ Youths may apply independently for contracts to perform digitization work or they may work on teams for other contractors with material to digitize.

Financial Details

While working in this program, youths at the entry-level earn \$8.00 per hour. Youths with experience and team leadership abilities may earn up to \$12.00 per hour.

Application Details

Applications are accepted anytime on <http://www.SkillNet.ca>.

- ◆ All proposals to digitize material **must** be submitted on-line.
- ◆ Contractors are encouraged to hire youth through SkillNet.ca.

Program Sponsor

Industry Canada, under the Youth Employment Strategy (YES)

Contact Information

Canada's Digital Collections Program
Industry Canada
155 Queen Street, 14th Floor
Ottawa, ON K1A 0H5

Tel: 613-952-9639
Fax: 613-941-1232
Toll-free: 1-800-465-7766
Web site: <http://www.collections.ic.gc.ca>

Career Starts Civil Service Internship Program

Program Details

This program is for recent graduates of a university, community college and/or registered private trade school.

- ◆ Applicants must start their internship not more than one year after graduation.
- ◆ Applicants must be residents of Nova Scotia.

The Career Starts program offers recent post-secondary graduates the opportunity to work in the Nova Scotia Civil Service. Internships are for a period of 49 weeks and are expected to start in the spring or early summer.

Internships will be located in a variety of departments within the Nova Scotia Government. Successful applicants will perform a variety of tasks, depending on the position. Positions are career-oriented and focus on the intern receiving maximum experience.

- ◆ Each intern is assigned a mentor who acts as a guide, role model and advisor during the internship placement.
- ◆ Interns receive a comprehensive training schedule focussing on employability skills and career development.

All opportunities are tentative, pending receipt of funding.

Financial Details

Recent post-secondary graduates will be paid at a rate not less than \$25,000* per year.

** Figures are based on 1998 Career Starts Program and are subject to change.*

Application Details

The positions should be posted in the spring and will include instructions on how to apply. Generally, a cover letter and résumé is sufficient and should be sent to the host department when the positions are posted.

- ◆ Information on particular employment opportunities can be found at campus employment centres, Access Nova Scotia Centres or the Nova Scotia Department of Human Resources web page. Available positions will be posted at these locations in the spring.
- ◆ Applicants should monitor the Nova Scotia Department of Human Resources web site and the media for program details.

Program Sponsors

Nova Scotia Department of Human Resources
Nova Scotia Economic Development

Contact Information

Career Starts Program
Nova Scotia Department of Human Resources
1700 Granville Street
PO Box 943
Halifax, NS B3K 2Y4

Tel: 902-424-2968
Fax: 902-424-0611
TDD: 902-424-3966
E-mail: careerstarts@gov.ns.ca
Web site: www.gov.ns.ca/humr/career/career.htm

Community Access Program Youth Employment Program

Program Details

This program is for youth between the ages of 15 and 30 who are under-employed, students or recent graduates of a university, community college or high school.

This program offers applicants the opportunity to work in internships in rural communities across Nova Scotia for a period of three months. Jobs start at various times throughout the year (based on project requirements).

Successful applicants will design web pages, troubleshoot computer hardware and software and promote community outreach in the area of technology.

- ◆ Applicants are encouraged to register with the National Graduate Register **before** May (www.WorkLinkNGR.com/).

Financial Details

While working in this program, youth earn \$8.00 per hour.

Application Details

Applications are accepted by May 15.

Program Sponsors

Technology and Science Secretariat, in partnership, with Industry Canada

Contact Information

Community IT Development Division
Technology and Science Secretariat
1505 Barrington Street, Maritime Centre
PO Box 2311
Halifax, NS B3J 3C8

Tel: 902-424-1723
Fax: 902-424-0129
TDD/TDY: operator assisted
Toll-free: 1-800-328-6189 or 1-800-268-6608
E-mail: comaccess@gov.ns.ca
Web site: <http://cap.unb.ca/english.html>

Computers for Schools Technical Work Experience Program

Program Details

This program is for youth between the ages of 15 and 30 who are recent graduates of a university or community college.

- ◆ Applicants must have a specialization in information technology.

This program offers applicants the opportunity to work in term employment for a period of 13 weeks. Jobs start at various times throughout the year (based on project requirements).

Successful applicants will receive on-the-job training in computer repair, troubleshooting and installation. The placement prepares graduates for immediate employment in the information technology profession.

- ◆ Throughout the term, participants are coached in their search for full-time employment.
- ◆ Participants work in one of seven Computers for Schools Repair Centres located throughout the province.

Financial Details

While working in this program, youth earn \$8.00 per hour.

Application Details

Applications are accepted year-round at the National Graduate Register.
(www.WorkLinkNGR.com/)

Program Sponsors

Industry Canada, Human Resources
Development Canada, NovaKnowledge and the
Nova Scotia Department of Education

Contact Information

Learning Resources and Technology
Computers for Schools Technical Work Experience Program
Nova Scotia Department of Education
3770 Kempt Road
Halifax, NS B3K 4X8

Tel: 902-424-5229
Fax: 902-424-0633
TDD/TDY: No
Toll-free: 1-800-268-6608
E-mail: nicksymd@gov.ns.ca
Web site: www.schoolnet.ca/cfs-ope/welcome_e.html

Co-operative Education Program

Program Details

This program is for university or community college students between the ages of 16 and 30.

- ◆ Applicants must be registered in a recognized co-operative education program.

This program offers applicants the opportunity to work in term employment for a period of 17 weeks.

Successful applicants will perform a variety of duties, depending on the placement. Positions are career-oriented in nature, with students working at municipal governments, non-profit agencies, and government-funded organizations.

- ◆ All placements must be approved by the Canadian Association for Co-operative Education (CAFCE).
- ◆ This program hires during summer, fall, and winter work terms.
- ◆ The program provides wage subsidies to employers to assist in hiring students.

Financial Details

While working in this program, youth earn minimum wage or better, depending on the position and the applicant's previous experience.

Application Details

Applications are available at Nova Scotia Economic Development, Nova Scotia Community Colleges, and universities offering co-op programs.

- ◆ Questions about available positions should be directed to university or community college co-op coordinators.

Program Sponsor

Nova Scotia Economic Development

Contact Information

Provincial Employment Program Coordinator
Community Economic Development
Nova Scotia Economic Development
WTCC, 1800 Argyle Street
PO Box 519
Halifax, NS B3J 2R7

Tel: 902-424-6000

Fax: 902-424-0508

Toll-free: 1-800-880-6661

Web site: www.gov.ns.ca/ecor/ced/pep/coop/index.htm

Direct Job Placement

Program Details

This program is for recipients of Social Assistance (SA) or Family Benefits (FB) through the Nova Scotia Department of Community Services.

This program offers applicants the opportunity to gain employment experience for a period of time that varies with the employers' needs. Jobs start at various times throughout the year, depending on the employer's requirements.

Successful applicants will work at a variety of tasks, depending on the position.

- ◆ Applicants must be current recipients of SA or FB and must be referred by Employment Support Services (ESS).
- ◆ Recipients who are not currently involved with ESS can contact their caseworker to request a referral.

Financial Details

While working in this program, participants earn minimum wage or better, depending on the employer, the position and the applicant's experience.

Application Details

Those interested in this program should discuss it with an ESS counsellor.

- ◆ Applicants are placed with employers who are able to hire them without a wage subsidy.
- ◆ ESS staff play a key role in ensuring that matches are appropriate and result in sustained employment.
- ◆ Participants work closely with ESS staff to locate and apply for positions.

Program Sponsor

Nova Scotia Department of Community Services

Contact Information

ESS Case Worker

Employment Support Services

Nova Scotia Department of Community Services

See the list of local Nova Scotia Community Services offices for contact information.

Tel: Halifax: 902-424-1980

Tel: Dartmouth: 902-424-6200

EcoAction 2000 Community Funding Program

Program Details

This program is for non-profit, non-governmental groups working on environmental projects. Youth groups are encouraged to apply.

- ◆ Applicants under 18 must have a parent or guardian sign a legal contract allowing their participation.
- ◆ Applicants must work in a group and develop a proposal for a project they wish to complete.

EcoAction 2000 is a funding program that helps groups to achieve measurable results on environmental issues in their community. Priority is given to projects that will achieve results in the following areas: clean air, clean water, climate change and nature.

- ◆ Projects must benefit the environment, and these benefits need to be measured. Whether you want to restore a wetland, get people to take public transit to work instead of their cars, or promote the use of alternatives to pesticides, you must be able to measure the results of your project and show how the environment will be improved.

Financial Details

- ◆ Funding can range from \$500 to a maximum of \$100,000; however, the average amount is about \$25,000.
- ◆ At least 50% of the project funding needs to come from sponsors other than the federal government, in the form of cash contributions, in-kind support, or a combination of both. In-kind support can include donations of equipment, materials, office space, volunteer time and professional services.

Application Details

Applications are accepted on February 1 and October 1 at the local Environment Canada office. A copy of the *Applicant's Kit* can be obtained from the contact below. It is recommended that you call to discuss your project idea before submitting a proposal.

Program Sponsor

Environment Canada

Contact Information

EcoAction 2000
Environment Canada
16th Floor, Queen Square
45 Alderney Drive
Dartmouth, NS B2Y 2N6

Tel: 902-426-8521

Fax: 902-426-2062

TDD/TDY: Operator assisted

Toll-free: 1-800-663-5755

E-mail: ecoaction2000.mar@ec.gc.ca

Web site: <http://www.ns.ec.gc.ca/community/funding.html>

Entrepreneurship Apprentices - Open for Business

Program Details

This project is for youth under 30 who are students in a university, community college or high school and/or who have an interest or experience in running a business.

Applicants must be:

- ◆ eager to work hard in a multi-tasked and unstructured environment
- ◆ eager to work with the public

This program offers applicants the opportunity to work in an exciting "store-front" environment providing support and encouragement to young people interested in entrepreneurship. Job terms are for a period of four months. Jobs start at the beginning of January, May and September.

Successful applicants will perform a variety of tasks and work a variety of shifts.

- ◆ Approximately 12-16 positions are available each year.

Financial Details

While working in this program, youth earn between \$8.00 and \$10.00 per hour, depending on the qualifications of the successful applicants.

- ◆ Applicants are advised to check with Open for Business locations (Halifax, Windsor, Yarmouth, Barrington Passage, New Glasgow, Fisherman's Cove, North Sydney, Sydney and Glace Bay) for current information.

Application Details

Applications are accepted at any time at the relevant employer's office.

- ◆ Applicants should apply directly to the specific Open for Business location.
- ◆ Applicants will be notified only if they are to be interviewed.

Program Sponsors

Program sponsors may vary from location to location but include Nova Scotia Economic Development and Human Resources Development Canada as core sponsors.

Contact Information

Centre for Entrepreneurship Education and Development
Nova Scotia Department of Education
PO Box 578
Halifax, NS B3J 2S9

Tel: 902-424-5263
Fax: 902-424-0260
Toll free: 1-800-590-8481
Web site: www.ofbnetwork.com

Experience Canada

Program Details

This program is for youth between the ages of 18 and 29 who are graduates of a university, community college or high school.

Applicants must be:

- ◆ fluent in one of Canada's official languages
- ◆ out of school for at least three months
- ◆ able to relocate for at least 24 weeks
- ◆ a Canadian citizen or legal resident

This program offers applicants the opportunity to work in term employment for 24 weeks. Jobs run year-round. (New groups start every week.)

Successful applicants will be matched to placements based on their educational background and career aspirations. The program has two parts: a preparatory session in Ottawa and 24 weeks work experience.

- ◆ Applicants must work in a province other than their own.
- ◆ Services are available in both official languages.

Financial Details

While working in this program, youth earn \$250/week bursary during the six-month work experience, and \$75/week during the one-week training session in Ottawa.

Additional Details:

- ◆ \$100/week is to be paid by the candidate to the Experience Canada host family for lodging and food.
- ◆ Travel expenses related to participation in this program are paid by Experience Canada.

Application Details

Applications are accepted year-round at the National Graduate Register or at the Experience Canada web site.

Program Sponsors

Council for Canadian Unity, Human Resources Development Canada and private Canadian industry

Contact Information

Experience Canada
646 Principale Ave.
Gatineau, Quebec J8T 5L4

Tel: Direct inquiries to the toll-free number listed below

Fax: 613-247-7118

TDD/TDY: operator assisted

Toll-free: 1-888-234-6618

E-mail: info@experience-canada.ccu-cuc.ca

Web site: www.experiencecanada.com

Federal Public Sector Youth Internship Program (FPSYIP) Graduate Program

Program Details

This program is for university, community college, or high school graduates between the ages of 15 and 30.

Applicants must be:

- ◆ legally able to work in Canada (Canadian citizen, landed immigrant, or Convention refugee with a valid work permit only)
- ◆ unemployed or under-employed and have no previous significant work experience

This program offers applicants the opportunity to work in internships for a period of 6, 9, or 12 months. Internships start at various times throughout the year (based on project requirements).

Successful applicants will work in a variety of positions, depending upon the project.

- ◆ Bilingual services are available.

Financial Details

While working in this program, youth earn \$1,250 per month.

- ◆ Travel reimbursements are offered at the federal host organization's discretion.
- ◆ Relocation expenses are the responsibility of the intern.

Application Details

Applications are accepted at various times throughout the year. Visit the Career Edge web site for more details.

- ◆ Internship opportunities for graduates (high school and above) are posted on the Career Edge web site only.
- ◆ Written or mailed applications to Career Edge will not be considered as applicants need to apply directly to the federal organization hosting the internship. (Contact information is included in the postings.)

Program Sponsor

Treasury Board Secretariat

Contact Information

Career Edge
155 University Avenue
Suite 1650
Toronto, ON M5H 3B7

Tel: 416-363-0003 ext. 227
Fax: 416-363-0888
TDD/TDY: operator assisted
Toll-free: 1-888-507-3343
E-mail: info@careeredge.org
Web site: www.careeredge.org

Federal Public Sector Youth Internship Program (FPSYIP): Non-Graduate Program

Program Details

This program is for youth between the ages of 15 and 30 who are not high school graduates.

- ◆ Applicants must be legally able to work in Canada.
- ◆ Potential interns will be screened during the first week of the program (assessment week) and will be advised if selected to participate.

This program offers applicants the opportunity to work in internship employment for a period of 12 months. Jobs start at various times throughout the year (based on project requirements).

Successful applicants will be placed with a federal government department or Crown corporation for 11 months. Working with a mentor, interns receive on-the-job training and progress assessments at regular intervals.

- ◆ The first month is dedicated to pre-employment orientation, life skills development, budgeting, financial management, CPR, first aid and workplace hazardous materials training.
- ◆ 1,800 internships are designated for non-high school graduates and for those facing barriers to employment.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn minimum wage.

Additional Details:

- ◆ Travel/safety equipment and/or reimbursements of expenses are all at the employer's discretion.
- ◆ Applicants **are not paid** for the first week. This week (involving classroom training and intake assessment) is undertaken voluntarily by the applicant.

Application Details

All applicants must attend a mandatory information session. Call the YMCA in Halifax (number given below) to arrange to attend next session.

- ◆ Program information may appear in local newspapers, YMCA and HRDC offices.

Program Sponsors

YMCA, Treasury Department, Career Edge and Human Resources Development Canada

Contact Information

Coordinator
Youth Internship Program
YMCA of Greater Halifax/Dartmouth
2269 Gottingen Street
Halifax, NS B3K 3B7

Tel: 902-423-8251
Fax: 902-423-8530
Toll-free: 1-800-495-8775

Information Highway Science and Entrepreneurship Camps

Program Details

This program is for youth between the ages of 15 and 30 who are graduates of a university, community college or high school.

- ◆ Previous experience working with youth is considered an asset.

This program offers applicants the opportunity to work in internship employment for a period of up to four months. Jobs run between May and September.

Successful applicants will work with elementary and junior high school students, running camps that provide hands-on activities that encourage and develop students' interest in the information highway, science or entrepreneurship.

- ◆ *Please note that Industry Canada does not employ youth directly under this program. Jobs are offered by non-profit groups that run camps. Although employers must apply for funding each year, all are encouraged to use Campus WorkLink: NGR to seek potential candidates.*

Financial Details

While working in this program, youth earn at least \$8.00 per hour.

Application Details

Applications are accepted year-round through the Campus WorkLink: NGR web site at <http://www.WorkLinkNGR.com/>.

Program Sponsor

Industry Canada

Contact Information

Program Officer
ISE Camps Program
Science, Informatics and Professional Services Sector
Public Works and Government Services Canada
11C1, Phase III, Place du Portage
Hull, Quebec K1A 0S5

Tel: 819-956-1772
Fax: 819-997-2229
Toll free: 1-800-935-5555
E-mail: sylvain.diamond@pwgsc.gc.ca
Web site: <http://schoolnet.ca/ise/ise.htm>

International Environmental Youth Corp.

Program Details

This program is for youth between the ages of 18 and 29 who are graduates of a university or community college.

Applicants must:

- ◆ be legally entitled to work in Canada
- ◆ be unemployed or under-employed
- ◆ not have already participated in a YES (government funded) youth education or employment program

This program offers applicants the opportunity to work in internship employment for a period of six to 12 months. Jobs start at various times throughout the year (based on project requirements).

Successful applicants will be placed in international internships with companies in the Canadian environment industry. Interns will work on significant international projects initiated by private firms and other organizations.

- ◆ Several internships per year will offer the opportunity for hands-on experience in environmental trade missions.

Financial Details

While working in this program, youth earn a wage. The Canadian Council for Human Resources in the Environment Industry (CCHREI) provides up to \$12,000 per intern, which is to be at least matched by the employer.

Application Details

Applications are accepted year-round at CCHREI.

- ◆ Applicants must forward an application form and supporting documentation to CCHREI.
- ◆ Applicant's names are entered into a database that is used by employers to fill positions when they arise.

Program Sponsors

Canadian Council for Human Resources in the Environment Industry and Environment Canada

Contact Information

Canadian Council for Human Resources in the Environment Industry
700-4 Avenue SW, Suite 1450
Calgary, AB T2P 3J4

Tel: 403-233-0748
Fax: 403-269-9544
Toll-free: 1-800-962-9562
E-mail: sdoherly@cchrei.ca
Web site: www.cchrei.ca/eyc.html

Municipal Project Work: Colchester County

Program Details

This program is for youth between the ages of 18 and 30 who are students in a university or community college.

- ◆ Preference will be given to applicants studying accounting, engineering, geographic information systems or computer science.

This program offers applicants the opportunity to work in summer and co-operative education work term employment for four-month periods. Jobs run from June 1 to September 1 (summer jobs) and from September to January (co-operative education work terms).

Successful applicants will work with such departments as Public Works, Parks and Recreation, Engineering or Administration, performing various duties.

- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth receive a wage commensurate with the position and the background of the student.

Additional Details:

- ◆ Local travel for work-related business will be reimbursed by the employer if use of a personal vehicle is required.

Application Details

Applications are accepted year-round at the Municipality of the County of Colchester.

Program Sponsor

Municipality of the County of Colchester

Contact Information

Personnel Manager
Corporate Services
Municipality of the County of Colchester
1 Church Street
PO Box 697
Truro, NS B2N 5E7

Tel: 902-897-3150

Fax: 902-895-9983

Municipal Works: Town of Mulgrave

Program Details

This program is for youth between the ages of 18 and 30 who are students in a university or community college.

- ◆ Applicants must possess Red Cross Swimming and Lifeguard certifications and first aid training.

This program offers applicants the opportunity to work in summer employment for a period of two to four months. Jobs run from May 1 to August 31.

Successful applicants will work as swimming instructors and as parks and playground maintenance personnel.

- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn from \$5.60 to \$8.00 per hour. Wages depend upon the position.

Application Details

Applications are accepted from April 1 to May at the Town of Mulgrave.

Program Sponsor

Town of Mulgrave

Contact Information

Clerk/Treasurer
Recreation Department
Town of Mulgrave
457 MacLeod Street
PO Box 129
Mulgrave, NS B0E 2G0

Tel: 902-747-2243
Fax: 902-747-2585

National Environmental Youth Corp.

Program Details

This program is for youth between the ages of 15 and 29 who are graduates of a university or community college.

- ◆ Applicants must be Canadian citizens or landed immigrants and must be legally entitled to work in Canada.

This program offers applicants the opportunity to work in term employment for a period of six to 12 months. Jobs start at various times throughout the year (based on project requirements).

Successful applicants will be placed in internships to gain experience in the environment sector.

- ◆ Interns will be selected based on their academic records, employment history and motivation, and on personal interviews conducted by the employing organization.

Financial Details

While working in this program, youth earn a wage. The Canadian Council on Human Resources in the Environment Industry (CCHREI) provides up to \$8,000 per intern, which is to be at least matched by the employer.

Application Details

Applications are accepted year-round at the CCHREI.

- ◆ CCHREI will forward the names of selected applicants to employers for consideration.
- ◆ The employing organization makes all final decisions about hiring.

Program Sponsors

Canadian Council for Human Resources in the Environment Industry and Human Resources Development Canada

Contact Information

Canadian Council for Human Resources in the Environment Industry
700-4th Avenue SW, Suite 1450
Calgary, AB T2P 3J4

Tel: 403-233-0748
Fax: 403-269-9544
Toll-free: 1-800-962-9562
E-mail: sdoherty@cchrei.ca
Web site: www.cchrei.ca/eyc.html

National Research Council Summer Employment Program

Program Details

This program is for university or community college students between the ages of 18 and 30.

Applicants must:

- ◆ be Canadian citizens or permanent residents studying full time at a Canadian institution and returning to full-time studies in the fall.
- ◆ possess at least a B+ average

Preference will be given to those who possess an "A" average.

This program offers applicants the opportunity to work in summer employment for a period of four months. Jobs run from May to September.

Successful applicants will work in such disciplines as library science, communications, marketing, finance, human resources, engineering and mathematics.

Financial Details

While working in this program, youth earn a wage based on the number of academic credits completed.

Application Details

The deadline for applications is January 31 at the National Research Council.

- ◆ Applications are only accepted on-line on the NRC web site.
- ◆ Applicants must submit the most recent copy of their transcript before January 31.

Program Sponsor

National Research Council of Canada

Contact Information

Summer Program Coordinator
Human Resources Branch
National Research Council of Canada
Montreal Road, Bldg. M58, Room W-112
Ottawa, ON K1A 0R6

Tel: 613-993-9150
Fax: 613-990-7669
TDD/TDY: operator assisted
E-mail: recruitment@nrc.ca
Web site: www.nrc.ca/careers

National Youth Internship Program: Private Sector (Career Edge)

Program Details

This program is for graduates of a university, community college or high school who lack the work experience to find a full-time job.

Applicants must:

- ◆ be legally able to work in Canada
- ◆ have had no career-related work experience
- ◆ be unemployed or under-employed

This program offers applicants the opportunity to work in an internship for a period of six, nine, or 12 months. Internships start at various times throughout the year (based on host organization's requirements).

Successful applicants will be placed in an internship determined by area of interest in one of over 400 host organizations.

- ◆ Bilingual services are available.

Financial Details

While working in this program, youth earn \$1,350 per month.

- ◆ It is the host organization's discretion to offer expense reimbursements for travel or relocation, or both.

Application Details

For information on how to apply to internships, visit the Career Edge web site.

- ◆ Registration must be done on-line.
- ◆ All internship positions are listed in detail on the web site; contact information is included in the postings.
- ◆ Résumés and covering letters must be mailed directly to the host organization.

Program Sponsor

Private sector

Contact Information

Sarah Housser, Marketing Coordinator
Career Edge
155 University Ave.
Suite 1650
Toronto, ON M5H 3B7

Tel: 416-363-0003 ext. 228
Fax: 416-363-0888
Toll-free: 1-888-507-3343
E-mail: Info@careeredge.org
Web site: www.careeredge.org

Nova Scotia Employment Program for Students

Program Details

This program is for persons between the ages of 16 and 30 who are full-time students in a university or community college.

- ◆ Applicants must be planning to return to school in the fall.
- ◆ High school graduates planning to attend a post-secondary institution in the fall are also eligible to work under this funding.

This program offers applicants the opportunity to work in summer employment for a period of four months. Jobs run from late May to early September.

Successful applicants will perform a variety of duties, depending on the position. All jobs are career-oriented in nature.

- ◆ Approximately 850 positions are created under this program.
- ◆ Placements are available at municipal governments and at non-profit and government-funded organizations.
- ◆ The program distributes jobs across Nova Scotia, based on population and unemployment for each county.

Financial Details

While working in this program, youth earn minimum wage or better, depending upon the position.

Application Details

Applications are available throughout the year at the relevant employer's office.

- ◆ The program provides a wage subsidy to employers to help them hire students.
- ◆ All approved positions will be listed in a catalogue placed in HRDC Employment Centres and on the web site listed below.

Program Sponsor

Nova Scotia Economic Development

Contact Information

Provincial Employment Program Coordinator
Community Economic Development
Nova Scotia Economic Development
WTCC, 1800 Argyle Street
PO Box 519
Halifax, NS B3J 2R7

Tel: 902-424-6000

Fax: 902-424-0508

Toll-free: 1-800-880-6661

E-mail: econ.ced@gov.ns.ca

Web site: www.gov.ns.ca/ecor/ced/pep/nseps/index.htm

Nova Scotia Youth Conservation Corps (NSYCC) Summer Program

Program Details

This program is for Nova Scotian youth between the ages of 17 and 24.

- ◆ Applicants should be interested in environmental issues.

Youth are only eligible to work one summer on a NSYCC crew, so past crew workers cannot apply for a second summer of employment on a crew. However, past crew workers are eligible to apply for other NSYCC positions, such as support staff, assistant to project supervisor for the ELP, or EYE and ELP positions.

- ◆ Up to five support staff will be hired to assist with the administrative duties associated with the summer program. These positions will run from May 1–September 8, 2000.
- ◆ Up to four regular crew workers will be hired for each NSYCC community project in Nova Scotia. These positions will run from July 4–September 1, 2000. There will be about 35 NSYCC community projects in Nova Scotia in the summer of 2000, which equates to 140 available NSYCC crew positions.

NSYCC crew participants will be working on projects falling under at least one of the following themes: watershed management, waste resource management, pollution prevention, environmental education and interpretation and climate change.

- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

NSYCC crew participants will receive a wage of at least \$6.00/hour. NSYCC support staff will receive a wage of at least \$7.50/hour.

Application Details

Applications for support staff positions are due at the NSYCC office by March 31, 2000.

NSYCC crew participant applications are due at the NSYCC office by May 19, 2000.

Program Sponsor

Nova Scotia Department of the Environment

Contact Information

Nova Scotia Youth Conservation Corps Coordinator
Environmental Support Services
Nova Scotia Department of the Environment
5151 Terminal Road, Fifth Floor
PO Box 2107
Halifax, NS B3J 3B7

Tel: 902-424-4924
Fax: 902-424-3571
E-mail: nsycc@gov.ns.ca
Web site: www.gov.ns.ca/envi/dept/ess/ycc/

Offshore Training Program for Students

Program Details

This program is for post-secondary students and recent graduates who have a background in business, engineering, applied sciences, welding, computer or construction technology.

This program offers applicants the opportunity to work in summer employment for a period of eight to 16 weeks, from May to August. The fall term is from September to December and the winter term is from January to April.

Successful applicants will perform a variety of tasks, depending on the position.

Financial Details

A 50 percent wage subsidy is available to employers, up to a maximum of \$5.00 per hour. A travel subsidy is also available for co-op students working in the offshore sector.

Application Details

Applications are accepted for fall, winter and summer terms at Nova Scotia Economic Development.

Program Sponsor

Nova Scotia Economic Development

Contact Information

Offshore Placement Coordinator
Nova Scotia Economic Development
1800 Argyle Street
PO Box 519
Halifax, NS B3J 2R7

Tel: 902-424-0412
Fax: 902-424-0508
Toll free: 1-800-424-5418
E-mail: woodmajm@gov.ns.ca
Web site: www.gov.ns.ca/ecor/ced/offtrain

Public Service Commission of Canada

Program Details

The programs listed below are for students in a university, community college, or high school who are registered in full-time study or who have recently graduated.

The Public Service Commission (PSC) is responsible for maintaining an inventory of qualified candidates for numerous positions within the public service. Three programs in particular are aimed at youth:

- ◆ *Co-operative Education/Internships in the Public Service of Canada* - Applications are accepted at various times throughout the year at university career placement centres for students registered in co-operative education programs. Individual federal government departments specify the discipline and university from which they want to hire a student. These departments screen, interview and hire the applicants who best suit their needs.
- ◆ *Federal Student Work Experience Program (FSWEP)* - Applications are accepted from October 14 and there is no deadline for applying to the FSWEP general inventory. However, applicants are encouraged to apply early as departments hire at various times throughout the year. Applicants must have been previously registered in full-time study and be returning to school full time in September.
- ◆ *Post-Secondary Recruitment for the Federal Public Service* - Applications are accepted from September to October. The PSC recruits graduates whose names are entered into a staffing inventory used by all federal government departments across Canada. Individual departments screen, interview and hire applicants, based on the requirements of the position to be filled.

Jobs start at various times throughout the year (based on each department's needs).

Financial Details

While working in this program, youth earn a wage based on Treasury Board rates.

Application Details

Students interested in applying for positions posted in any of the programs listed above should contact the Public Service Commission of Canada for more information regarding the application process.

- ◆ Students are also invited to visit the PSC web site to obtain details of positions currently being recruited for the programs listed above.

Program Sponsor

Public Service Commission of Canada

Contact Information

Federal Student Work Experience Program
Atlantic Regional Office, Public Service Commission
1557 Hollis Street, 3rd Floor
PO Box 1664, Halifax CRO
Halifax, NS B3J 3V3

Tel: 902-426-2990
TDD/TDY: 902-426-6246
Toll-free: 1-800-935-5555
Web site: <http://jobs.gc.ca>

RCMP Summer Student Program

Program Details

This program is for full-time students who are a minimum of 18 years of age and who are at a university or community college. Preference will be given to those studying law, social sciences (psychology/sociology) or criminology.

Applicants must:

- ◆ be enrolled in full-time studies and be returning in the fall
- ◆ be Canadian citizens
- ◆ pass an RCMP security clearance and a medical examination
- ◆ have a valid, unrestricted Nova Scotia driver's license
- ◆ work shifts
- ◆ be of good character

This program offers applicants the opportunity to work in summer employment for a period of four months. Jobs run from May to September.

Successful applicants will work as Supernumerary Special Constables (Police Officer status) alongside regular force members. Students will be dressed in uniform and have the powers of arrest, amongst other duties.

- ◆ Applicants can work on this summer program only once.
- ◆ Nine positions are available this year throughout Nova Scotia.
- ◆ Services are available in both official languages.

Financial Details

While working in this program, youth earn \$8.00 per hour.

- ◆ Uniforms are supplied by the RCMP, along with any additional required equipment.
- ◆ Applicants are responsible for the expenses of their own relocation and lodging (room and board).

Application Details

Applications are accepted from the first week of January to March at university career placement offices.

Program Sponsor

Human Resources Development Canada

Contact Information

Recruiting Assistant
H Division Recruiting Unit
Royal Canadian Mounted Police
3139 Oxford Street, PO Box 2286, Station M
Halifax, NS B3J 3E1

Tel: 902-426-4719

Fax: 902-426-3952

Recreation Program Leaders: Town of Kentville

Program Details

This program is for students between the ages of 18 and 25 who are in a university or community college.

- ◆ Applicants must have leadership skills and Red Cross Swimming Instructor's Certification for the aquatics position.
- ◆ Applicants should have first aid training.

This program offers applicants the opportunity to work in summer employment for a period of two to three months. Jobs run from June to August 28.

Successful applicants will provide swimming instruction in youth aquatic programs.

- ◆ A total of 10 to 15 positions may be available. *Some positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn minimum wage or higher, depending upon the position.

Additional Details:

- ◆ Travel/Mileage will be reimbursed when requested for work-related business.
- ◆ Required equipment and training are provided by the employer.

Application Details

Applications are accepted from February 1 to May 8 at the Town of Kentville Parks and Recreation Department.

- ◆ A résumé or application form must be forwarded to the Recreation office to be considered for employment.

Program Sponsor

Town of Kentville

Contact Information

Director
Parks and Recreation Department
Town of Kentville
354 Main Street
PO Box 218
Kentville, NS B4N 3W4

Tel: 902-679-2540
Fax: 902-679-2375

SchoolNet Youth Employment

Program Details

This program is for unemployed or under-employed youth between the ages of 15 and 30 who are graduates of a university, community college or high school with an interest in pursuing information technology work terms.

This program offers applicants the opportunity to work in internship employment for a period of three to four months. Jobs run from April 1 to March 31.

Successful applicants may implement and maintain the technical aspects of connectivity and may provide Internet training to schools and libraries to help integrate information and communications technology into the learning process.

- ◆ This program is set up to employ approximately 450 youth per year.

Financial Details

While working in this program, youth earn \$8.00 to \$12.00 per hour.

Application Details

Applications are accepted year-round at
CampusWorkLink: NGR
(<http://www.WorkLinkNGR.com/>)

- ◆ Applicants must specify their wish to be employed under the SchoolNet Program, at the time of registration.

Program Sponsor

Industry Canada

Contact Information

SchoolNet
Industry Canada
155 Queen Street, 4th Floor
Ottawa, ON K1A 0H5

Fax: 613-941-1296
TDD/TDY: operator assisted
Toll-free: 1-800-575-9200
E-mail: schoolnet@ic.gc.ca
site: www.schoolnet.ca/yei/e/index.html

Science and Technology Internship Program: National Research Council

Program Details

This program is for youth between the ages of 18 and 30 who are graduates of a university or community college.

- ◆ Applicants should be recent graduates who are unemployed or under-employed and who are specializing in science, engineering, technology, finance, administration, marketing or liberal arts.

This program offers applicants the opportunity to work for a small or medium enterprise (SME) for a period of six months. Jobs start at various times throughout the year (based on project requirements).

Successful applicants will work on such projects as new product introduction; multi-media tools; market analysis and development; and improvement of customer service.

- ◆ Internships are available across Canada.

Financial Details

While working in this program, youth earn \$9,800 (maximum over six months) for university graduates, and \$9,200 (maximum over six months) for community college graduates.

Additional Details:

- ◆ Employing organizations contribute 25 percent of total wages in "in-kind" payment. This could include travel, materials, safety equipment or other forms of payment.
- ◆ Although the employer's 25 percent contribution may be added to the intern's wages, this is at the employer's discretion (based on other needs, as outlined above).

Application Details

Applications are accepted year-round at the National Graduate Register.

- ◆ National Research Council does not recruit interns directly. The Council provides assistance to the SMEs about the program.
- ◆ Applicants should apply through the National Graduate Register (<http://www.WorkLinkNGR.com/>).

Program Sponsor

National Research Council of Canada

Contact Information

National Research Council
1411 Oxford Street
Halifax, NS B3H 3Z1

Tel: 426-3138

Fax: 426-1624

Toll-free: 1-800-935-5555

Web site: <http://hr.nrc.ca:8080/HRB/CareerPg.nsf/GradE/STI>

Science and Technology Internship Program: Natural Resources Canada (NRCan)

Program Details

This program is for unemployed or under-employed university or community college graduates between the ages of 18 and 30 who have a post-secondary degree in science, engineering or business.

- ◆ Applicants must have graduated within the last two years and be entitled to work in Canada.

This program offers applicants the opportunity to work with a partner employer for a period of up to 12 months. Jobs start at various times throughout the year (based on project requirements).

Activities include bench-level research, analytical testing, technical documentation, field tests and work in the fields of geomatics and geology. Commercial business applications (intellectual property management, development of patents, licensing arrangements, copyrighting, marketing) will also be included.

- ◆ Interns work with NRCan partner employers (private sector organizations, non-federal government organizations, universities) on cutting edge research and development projects. Partner employers are committed to bringing research to business application.

Financial Details

The program fund is \$12,000 over a maximum of 52 weeks. Partner employers match the funding with at least an equal amount in salary. The intern's actual salary will be negotiated with the partner employer.

- ◆ Interns become employees of the partner employer.

Application Details

Interested youth are encouraged to market themselves and apply directly to partner employers or by using the National Graduate Register on the Internet (<http://www.WorkLinkNGR.com/>).

Partner employers will recruit and match youth to projects.

Program Sponsor

Natural Resources Canada

Contact Information

Natural Resources Canada
580 Booth Street, 6th Floor
Ottawa, ON K1A 0E4

Tel: 613-995-6275

Fax: 613-947-4117

TDD/TDY: operator assisted

E-mail: gmasse@nrcan.gc.ca

Web site: www.nrcan.gc.ca:80/css/hrsb/intern-e.htm

Science and Technology Youth Internship Program

Program Details

This program is for university or community college graduates between the ages of 18 and 30 who have past course work in science-related disciplines.

Applicants must:

- ◆ have a science-related degree or diploma
- ◆ be unemployed or under-employed
- ◆ be Canadian citizens who are not currently enrolled in an education program

This program offers applicants the opportunity to work in term employment for a period of three to 12 months. Jobs start at various times throughout the year (based on project requirements).

Successful applicants will enter into a mentor/apprentice internship and will undertake leading edge oceanic and marine research. Internships involve a variety of work including: fishery development; species monitoring; investigation and documentation; and data analysis.

Financial Details

While working in this program, youth earn a wage. Fisheries and Oceans contributes a maximum of \$1,000/month per intern, to be matched by the employer.

Application Details

Applications are accepted year-round at the National Graduate Register.
(www.WorkLinkNGR.com/)

Program Sponsor

Fisheries and Oceans Canada

Contact Information

Youth Employment Strategy Information Line

Toll-free: 1-800-935-5555

Web site: www.youth.gc.ca

Science Horizons Youth Internship Program

Program Details

This program is for unemployed or under-employed university or community college graduates under the age of 30 who have a post-secondary degree in one of the environmental or related disciplines.

Applicants must:

- ◆ be legally entitled to work in Canada
- ◆ have had no previous participation in the Science Horizons Program or other Youth Employment Strategy programs.

This program is a collaborative effort with post-secondary institutions, provinces, community groups and non-government organizations. It is designed to help young scientists and post-secondary graduates acquire meaningful employment and experience in their chosen field through the provision of; hands-on experience in environmental projects and, mentoring and coaching by experienced scientists and program managers.

Financial Details

While working in this program, youth earn a wage. Wages vary from project to project and are determined by the employer.

- ◆ Travel and other expenses may be reimbursed at the employer's discretion.

Application Details

Applicants may register on-line at the National Graduate Register.
(<http://www.WorkLinkNGR.com/>)

- ◆ Applicants are required to forward a résumé and covering letter to the regional office of Environment Canada from December 1, 1999 until February 2000.

Program Sponsor

Environment Canada

Contact Information

Environment Canada
Environmental Conservation Branch
Ecosystem Science Division
45 Alderney Drive, 16th Floor
Dartmouth, NS B2Y 2N6

Tel: 902-426-8874
Fax: 902-426-6434
Toll-free: 1-800-668-6767
Web site: www.ec.gc.ca/sci_hor/

Student Connection Program

Program Details

This program is for youth between the ages of 18 and 30 who are students or recent graduates of a university or community college.

This program offers applicants the opportunity to work in internship employment for a period of four months. Jobs start at various times throughout the year, depending upon project requirements.

Successful applicants or Student Business Advisors (SBAs) will assist businesses in using the Internet as a business tool and consult with businesses on how information technology can improve their overall business environment.

SBAs will provide one-on-one or group training to individuals in small- to medium-sized enterprises. The training focuses on Internet application and marketing, along with the Year 2000 issue and its effect on the business environment.

Financial Details

While employed through this program, youth earn \$8.00 or more per hour depending on their qualifications.

Application Details

Applications are accepted year-round at Holland College in Charlottetown, Prince Edward Island.

- ◆ Holland College has served both Nova Scotia and Prince Edward Island for the past year.

Program Sponsors

Industry Canada, CIBC, IBM, Microsoft, Profit Magazine, and academic institutions

Contact Information

Student Connection Program/ Industry Canada
Holland College Charlottetown Centre
140 Weymouth Street
Charlottetown, PE C1A 4Z1

Tel: 902-629-4257
Toll-free: 1-888-807-7777
E-mail: pdejong@ccgw.cc.hollandc.pe.ca
Web site: www.scp-ebb.com

Student Employment: Canadian Museum of Civilization

Program Details

This program is for high school, community college or university students.

The museum offers applicants the opportunity to work throughout the year for varying periods.

Successful applicants will perform a variety of tasks, depending upon the position.

- ◆ Working knowledge of French is an asset.
- ◆ Previous experience in a museum is an asset.

Financial Details

While working, youth earn a wage. Wages depend upon the position and the applicant's experience.

Application Details

Applications are accepted year-round at the Canadian Museum of Civilization Corporation.

- ◆ Interested persons may forward their applications, to be held on file by the museum. Occasionally, internal divisions will contact Human Resources to fill a position if no suitable candidate can be found within divisional resources.

Program Sponsor

Canadian Museum of Civilization Corporation

Contact Information

Human Resources Division
Canadian Museum of Civilization Corporation
100 Laurier Street
PO Box 3100, Stn. B
Hull, PQ J8X 4H2

Tel: 819-776-8275
Fax: 819-776-7110
TDD/TDY: 819-776-7003
Toll-free: 1-800-555-5621
Web site: www.civilization.ca

Student Internship Employment Program (SIEP)

Program Details

This program is for youth between the ages of 16 and 35 who are students in a university, community college or high school.

Applicants must be:

- ◆ residents of Nova Scotia
- ◆ interested in forestry
- ◆ returning to school full time in the fall

This program offers applicants the opportunity to work in internship employment for a period of three months. Jobs run from late May to early September.

Successful applicants will assist department staff in forest renewal projects, wildlife research, forest protection, and boundary-line clearing and maintenance, as well as other forestry-related activities. Some students may perform administrative jobs.

- ◆ In 1998, 275 jobs were available under the program.

Financial Details

While working in this program, youth earn between \$5.60 and \$8.87 plus 4% vacation pay per hour, depending on the position.

Application Details

Applications are accepted during Forestry Week in early May to late May at the Nova Scotia Department of Natural Resources' field offices across the province.

- ◆ Students should apply directly to the office that interests them using specific SIEP application forms.
- ◆ Students must be returning to school in the fall to qualify.
- ◆ Applications are available at Department of Natural Resources' offices across the province and at HRDC employment centres.

Program Sponsor

Nova Scotia Department of Natural Resources

Contact Information

Student Internship Employment Program Coordinators
Field Offices
Nova Scotia Department of Natural Resources
(See the Directory, page 154.)

Student Internship Program

Program Details

This program is for youth between the ages of 16 and 30 who are students in a university, community college or high school.

Applicants must be:

- ◆ a resident of Nova Scotia
- ◆ interested in working in forestry-related jobs

This program offers applicants the opportunity to work in casual employment for a period of 10 weeks. Jobs run from mid-June to late August.

Successful applicants will provide front-line service to the public as well as help with forest renewal projects, forest protection, wildlife research and other forestry-related work.

All positions are tentative, pending receipt of funding.

Financial Details

While working in this program, youth earn minimum wage or more, depending upon the position.

Application Details

Applications are accepted from early May to the end of May at the Department of Natural Resources office at which you are interested in working.

- ◆ Applications are available at Department of Natural Resources offices and HRDC employment centres.
- ◆ Applicants are encouraged to apply as soon as program is announced.
- ◆ Announcements about annual program funding and other details are available at HRDC, student employment centres and in the media.

Program Sponsor

Nova Scotia Department of Natural Resources

Contact Information

Summer Employment Program Coordinator
Human Resources Division
Nova Scotia Department of Natural Resources
1701 Hollis Street
PO Box 698
Halifax, NS B3J 2T9

Tel: 902-424-5816

Student Loan Employment Program

Program Details

This program is for youth between the ages of 16 and 30 who are students in a university or community college.

Applicants must:

- ◆ have a current Nova Scotia student loan
- ◆ be undergraduates with less than five years of post-secondary study
- ◆ be planning to return to full-time study in the fall

Preference is given to students who have not yet had good work experience related to their field of study.

This program offers applicants the opportunity to work in summer employment for a period of 18 weeks. Jobs run from the end of April to late August.

Successful applicants will perform a variety of duties, depending on the position. All jobs must be career-oriented in nature.

- ◆ Once accepted into the program, applicants must locate and contact an eligible employer and develop a career-oriented work placement for themselves. Eligible employers include non-profit organizations, municipal governments and government-funded organizations.
- ◆ Applicants may have more than one work placement over the summer, but each must be approved.
- ◆ Applicants must attend career counselling and job search workshops.

Financial Details

While working in this program, youth receive a small allowance in addition to student loan credits.

Additional Details:

- ◆ The program pays wages and benefits to student participants who find approved, career-related summer employment.
- ◆ The program pays the minimum wage of \$5.60 per hour.
- ◆ At least 60 percent of earnings will be withheld until the end of August. These earnings must be used for payment of tuition or placed toward repayment of a student loan.

Application Details

Applications are available from the end of December to mid-February at Nova Scotia Community College and university employment offices.

- ◆ Students may also obtain application forms through the web site or phone numbers listed below.

Program Sponsor

Nova Scotia Economic Development

Contact Information

Provincial Employment Program Coordinator
Community Economic Development
Nova Scotia Economic Development
WTCC, 1800 Argyle Street, Box 519
Halifax, NS B3J 2R7

Tel: 902-424-6000
Fax: 902-424-0508
Toll-free: 1-800-880-6661
E-mail: econ.ced@gov.ns.ca

Web site: www.gov.ns.ca/ecor/ced/pep/slep/index.htm

Student Summer Employment Program: Parrsboro

Program Details

This program is for youth between the ages of 18 and 30 who are students in a university or community college.

Applicants must have:

- ◆ good communications skills
- ◆ an outgoing personality and an ability to get along well with people

This program offers applicants the opportunity to work in summer employment for a period of three months. Jobs run from May 18 to August 30.

Successful applicants will perform general duties in municipal campgrounds.

- ◆ A total of two positions may be available. *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn minimum wage.

Application Details

Applications are accepted from March to June at the Town of Parrsboro.

Program Sponsor

Town of Parrsboro

Contact Information

Town Clerk
Town of Parrsboro
1 Eastern Avenue
PO Box 400
Parrsboro, NS B0M 1S0

Tel: 902-254-2036

Fax: 902-254-2313

Student Summer Employment Program: Trenton

Program Details

This program is for youth between the ages of 16 and 30 who are students in a university, community college or high school.

Preference will be given to:

- ◆ Town of Trenton residents
- ◆ post-secondary students pursuing studies in hospitality and business

This program offers applicants the opportunity to work in summer employment for a period of two to four months. Jobs run from May to September (dates vary with position requirements).

Successful applicants will work in such areas as recreation, pools, maintenance and campgrounds. Specific duties vary with the job.

- ◆ A total of 19 positions may be available. *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn minimum wage.

Application Details

Applications are accepted from April 1 to May 21 at the Town of Trenton, Parks and Recreation Department.

- ◆ Closing dates vary with the position. Contact Parks and Recreation for specific information.

Program Sponsor

Town of Trenton

Contact Information

Coordinator
Parks and Recreation
Town of Trenton
Trenton, NS B0K 1X0

Tel: 902-752-1019
Fax: 902-752-0090

Student Summer Job Action

Program Details

This program is for youth between the ages of 15 and 30 who are students in a university, community college or high school.

Applicants must be:

- ◆ full-time students returning to study in the fall
- ◆ legally entitled to work in Canada

This program offers applicants the opportunity to work in summer employment for a period of one to four months. Jobs run from April to September.

Successful applicants will work in various positions performing responsibilities as needed by the project. Participants may work with community centres, native band councils, public health and educational institutions, municipalities or not-for-profit organizations.

Financial Details

While working in this program, youth earn minimum wage or more. Wages vary from project to project.

Application Details

Applications are accepted from April 29 to July 28 at the local Human Resources Development Canada office.

- ◆ Students may be recruited directly by the employer, provided students meet the program's eligibility requirements.
- ◆ Students who have independently identified a sponsor should speak with their local HRDC office.

Program Sponsor

Human Resources Development Canada

Contact Information

Human Resources Development

(See the Directory for a list of HRDC Regional offices, page 148.)

Toll-free: 1-800-935-5555

Web site: <http://youth.hrdc-drhc.gc.ca/ssja/emain.htm>

Summer Career Placement: West Hants

Program Details

This program is for youth between the ages of 16 and 30 who are students in a university, community college or high school.

- ◆ Applicants must have access to a vehicle. (Job sites vary every two weeks, although all sites are within the Municipality of West Hants).
- ◆ Preference will be given to applicants studying child care, child development, education or recreation.

This program offers applicants the opportunity to work in summer employment for a period of two to four months. Jobs run from various start dates to August 29.

Successful applicants will organize and implement a day camp program.

- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn minimum wage or higher, depending on the position.

Additional Details:

- ◆ Mileage costs will be reimbursed when the participant is requested to use his/her own vehicle for business.

Application Details

Applications are accepted year-round at the Municipality of West Hants.

- ◆ Attach a covering letter and résumé to the completed application form.

Program Sponsor

Municipality of West Hants

Contact Information

Recreation Director
Recreation Department
Municipality of West Hants
76 Morrison Drive, Windsor West Hants Industrial Park
PO Box 3000
Windsor, NS B0N 2T0

Tel: 902-798-6928
Fax: 902-798-8553

Summer Career Placement Program: Annapolis Royal

Program Details

This program is for youth between the ages of 16 and 30 who are students in a university, community college or high school.

Applicants must:

- ◆ be registered full-time students who intend to return to school on a full-time basis in the fall
- ◆ be legally entitled to work in Canada
- ◆ not have another summer job

This program offers applicants the opportunity to work in summer employment for a period of two to two and a half months. Jobs run from June 30 to August 30.

Successful applicants will work as office assistants (performing general clerical duties) and as labourers (performing general labour duties for the Public Works Department).

- ◆ A total of two positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn minimum wage.

Application Details

Applications are accepted before June 15 at Human Resources Development Canada.

- ◆ Applicants register for positions at the HRDC Centre for Students.

Program Sponsor

Town of Annapolis Royal

Contact Information

Town Clerk
Town of Annapolis Royal
285 George Street
PO Box 310
Annapolis Royal, NS B0S 1A0

Tel: 902-532-2043
Fax: 902-532-7443
E-mail: annaroy@tartannet.ns.ca

Summer Employment for Youth: Springhill

Program Details

This program is for youth between the ages of 16 and 30 who are students in a university, community college or high school.

- ◆ Previous experience dealing with the public is considered an asset.

This program offers applicants the opportunity to work in summer employment for a period of four months. Jobs run from May to September.

Successful applicants will work in the recreation, tourism and clerical fields. Students will be provided with first aid training, if required by the job.

- ◆ Preference is given to university students.
- ◆ A total of 10 positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn minimum wage.

Application Details

Applications are accepted from January to June at the offices of the Town of Springhill or at the local HRDC office.

Program Sponsor

Town of Springhill

Contact Information

Pamela Adams, Recreation Director
Recreation and Leisure Services
Town of Springhill
18 Lisgar Street, Springhill Arena Complex
PO Box 150
Springhill, NS B0M 1X0

Tel: 902-597-3794
Fax: 902-597-2735
TDD/TDY: Operator assisted

Summer Employment Program: Berwick

Program Details

This program is for youth between the ages of 18 and 25 who are students in a university, community college or high school.

Applicants must:

- ◆ be a resident of Nova Scotia at least six months prior to work term
- ◆ be a certified lifeguard
- ◆ have previous experience teaching swimming
- ◆ have Water Safety Instructor/Aquatic Emergency Care/Nationals CPR

This program offers applicants the opportunity to work in summer employment for a period of two months. Jobs run from July to August.

Successful applicants will teach swimming lessons to children.

- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, earnings are minimum wage or better, depending on the position and the applicant's experience.

Application Details

Applications are accepted from April to June at the Recreation Department, Town of Berwick.

Program Sponsor

Town of Berwick

Contact Information

Recreation Director
Recreation Department
Town of Berwick
236 Commercial Street
PO Box 697
Berwick, NS B0P 1E0

Tel: 902-538-8902
Fax: 902-538-3724

Summer Employment Program: Canso

Program Details

This program is for youth between the ages of 18 and 30 who are students in a university, community college or high school.

- ◆ Preference will be given to university students.

This program offers applicants the opportunity to work in summer employment for a period of two to three months. Jobs run from late May to early September (16 weeks) and late June to early September (10 weeks).

Successful applicants will plan and administer recreational programs and activities and assist with special events.

- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn minimum wage.

Application Details

Applications are accepted from May to June at the Administration Office in Canso.

Program Sponsor

Town of Canso

Contact Information

Recreation Department
Town of Canso
11 Telegraph Street
PO Box 189
Canso, NS B0H 1H0

Tel: 902-366-2525

Fax: 902-366-3093

Summer Employment Program: Cumberland County

Program Details

This program is for youth between the ages of 18 and 29 who are students in a university or community college.

- ◆ Applicants will be assigned to positions based on relevant fields of study.

This program offers applicants the opportunity to work in summer employment for a period of three to four months. Jobs run from May to September.

Successful applicants will work in such positions as heritage property researcher and bylaw application and research assistant.

- ◆ A total of two positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn between \$7.00 and \$8.00 per hour.

Additional Details:

- ◆ Reimbursement for mileage will be paid if the Municipality requests use of a personal vehicle for work-related business.
- ◆ Any required safety equipment will be provided by the Municipality.

Application Details

Applications are accepted from April 1 to April 20 at the Municipality of the County of Cumberland office or the Amherst Human Resources Development Canada office.

Program Sponsor

Municipality of the County of Cumberland

Contact Information

Development Officer
Planning and Development
Municipality of the County of Cumberland
1395 Blair Lake Road, Upper Nappan
PO Box 428
Upper Nappan, Cumberland County, NS B4H 3Z5

Tel: 902-667-2313

Fax: 902-667-1352

E-mail: steve@cumberlandcounty.ns.ca

Web site: www.cumberlandcounty.ns.ca

Summer Employment Program: District of Argyle

Program Details

This program is for youth between the ages of 18 and 29 who are students in a university or community college.

- ◆ Applicants must possess clerical or computer skills and good public relations skills.
- ◆ Preference will be given to fluently bilingual applicants.

This program offers applicants the opportunity to work in summer employment for a period of two to four months. Jobs run from May 25 (for 16 weeks) and June 29 (for 10 weeks) to September 5.

Successful applicants will work as archival assistants and interpretive guides. Guides will conduct tours of Canada's oldest courthouse. Archival assistants will access, arrange and describe archival records, and provide reference services to researchers.

- ◆ A total of three positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn minimum wage.

Additional Details:

- ◆ Work-related travel will be reimbursed by the employer.

Application Details

Applications are accepted from May 10 to May 20 at the Argyle Township Court House.

Program Sponsor

District of Argyle

Contact Information

Municipal Historian and Archivist
Argyle Township Court House
District of Argyle
Highway #3
PO Box 101
Tusket, NS B0W 3M0

Tel: 902-648-2493
Fax: 902-648-0211 or 0367
E-mail: atcha@fox.nstn.ca

Web site: <http://ycn.library.ns.ca/~ipatcha/staff/staff.htm>

Summer Employment Program: District of Guysborough

Program Details

This program is for youth between the ages of 16 and 30 who are students in a university, community college or high school.

- ◆ Preference will be given to university students.

This program offers applicants the opportunity to work in summer employment for a period of two to three months. Jobs run from June to August.

Successful applicants will plan and administer a mobile day camp, carry out recreational programs and activities, and assist with special events.

- ◆ A total of eight positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn minimum wage (\$5.60 per hour).

Application Details

Applications are accepted from April to June at the Guysborough Municipal Recreation Commission.

Program Sponsor

District of Guysborough

Contact Information

Recreation Director
Municipal Recreation Commission
District of Guysborough
33 Pleasant Street
PO Box 3
Guysborough, NS B0H 1N0

Tel: 902-533-3508

Fax: 902-533-2749

E-mail: PHochman@municipality.guysborough.ns.ca

Summer Employment Program: Nova Scotia Department of Agriculture and Marketing and Nova Scotia Agricultural College

Program Details

The Nova Scotia Department of Agriculture and Marketing and the Nova Scotia Agricultural College (NSAC) offer applicants the opportunity to work in casual, part-time or term employment for varying time periods, depending on the position. Jobs start at various times throughout the year (based on project requirements).

Successful applicants will perform a variety of tasks, depending on the position. In the past, the department and the college have hired youth to work as engineering interns, research assistants, camp counsellors, library assistants, farm production assistants, etc.

- ◆ NSAC's Career Services Office serves as a clearing house for all positions within the Department of Agriculture and Marketing and the Nova Scotia Agricultural College.
- ◆ Applicants should send their résumé to Career Services for placement in the general inventory.

Financial Details

Youth earn a wage based on the position and the applicant's experience.

Application Details

Applications are accepted throughout the year at Career Services, Nova Scotia Agricultural College.

- ◆ All part-time, casual, contract and student positions are posted at the Career Services Centre of the Nova Scotia Agricultural College.
- ◆ Applicants should visit the Career Services web site regularly to check positions and deadlines.

Program Sponsors

Nova Scotia Department of Agriculture and Marketing and Nova Scotia Agricultural College

Contact Information

Assistant Dean, Career Services and Awards
Career Services, Nova Scotia Agricultural College
Nova Scotia Department of Agriculture and Marketing
PO Box 550
Truro, NS B2N 5E3

Tel: 902-893-6729
Fax: 902-895-4547
E-mail: b.crouse@nsac.ns.ca
Web site: www.nsac.ns.ca/nsac/csa/jobs.html

Summer Employment Program: Nova Scotia Department of Community Services

Program Details

This program is for candidates who are returning to studies in the fall or those who are unemployed and ineligible for EI or other unemployment benefits.

- ◆ Students must be returning to school in the fall.

This program offers applicants the opportunity to work in summer employment for a period of three to four months. Jobs run from May 1 to August 31.

Successful applicants will be employed as clerical workers, case aides or research assistants.

- ◆ Approximately 45 people are hired through this program, at Community Services offices across the province.

Financial Details

While working in this program, earnings are minimum wage or better, depending on the position and the applicant's experience.

Application Details

Applications will be accepted up to the applicable closing date.

- ◆ Positions are advertised at HRDC and university employment centres.

Program Sponsor

Nova Scotia Department of Community Services

Contact Information

Summer Employment Program Coordinator
Human Resources
Nova Scotia Department of Community Services
5782 Prince Street
PO Box 696
Halifax, NS B3J 2T7

Tel: 902-424-2749
Fax: 902-424-3655

Summer Employment Program: Nova Scotia Department of Transportation and Public Works

Program Details

This program is for youth between the ages of 16 and 30 who are students in a university, community college or high school.

- ◆ Applicants must be returning to full-time study in the fall.

This program offers applicants the opportunity to work in summer employment for a period of four months. Jobs run from late April to early September.

Successful applicants will perform a number of different tasks, depending upon the position. Youth may be employed in clerical, junior technical and technical positions. Duties might include word processing, filing, drafting or manual labour.

- ◆ Applicants are eligible for the program for a maximum of three years.

Financial Details

While working in this program, youth earn wages dependent upon the position:

- ◆ \$8.50 per hour in the first year of employment for clerical positions
- ◆ \$9.50 per hour in the second and third years of employment for clerical positions
- ◆ \$9.50 per hour in the first year for technical positions
- ◆ \$11.00 per hour in the second and third years of employment for technical positions.

Application Details

Applications are accepted from late February to mid-July at the Human Resources Division, Department of Transportation and Public Works.

- ◆ Applicants are encouraged to apply as soon as possible.

Program Sponsor

Nova Scotia Department of Transportation and Public Works

Contact Information

Coordinator Summer Student Employment Program
Human Resources
Nova Scotia Department of Transportation and Public Works
Purdy's Wharf Tower II, 1969 Upper Water Street
PO Box 186
Halifax, NS B3J 2N2

Tel: 902-424-8452
Fax: 902-425-4579
E-mail: mannbo@gov.ns.ca

Summer Employment Program: Pictou County

Program Details

This program is for individuals 16 years old and over who are students in a university, community college or high school.

- ◆ Preference will be given to students enrolled in full-time studies in recreation, facilities management and engineering.

This program offers applicants the opportunity to work in summer and co-operative education work term employment for three to four months. Terms run from May to September.

Successful applicants will work in such positions as recreation assistant, building inspector assistant and municipal public works assistant. Duties vary with position.

- ◆ A total of nine positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn at least \$7.00 per hour.

Additional Details:

- ◆ When travel is required by the employer, costs will be reimbursed.

Application Details

Applications are accepted at the Municipality of Pictou County office at various times, depending upon the position.

- ◆ Contact the Recreation Coordinator for general information on jobs listed.

Program Sponsor

Municipality of Pictou County

Contact Information

Recreation Coordinator
Department of Recreation
Municipality of Pictou County
28 Willow Street
PO Box 910
Pictou, NS B0K 1H0

Tel: 902-485-8528
Fax: 902-485-8839

Summer Employment Program: Town of Pictou

Program Details

This program is for youth between the ages of 16 and 30 who are students in a university, community college or high school.

This program offers applicants the opportunity to work in summer employment for a period of two to four months. Jobs run from May 1 to September 30.

Successful applicants will work in positions related to recreation, parks maintenance, the arts and tourism. A background in theatre arts, horticulture, public relations, history, marketing, education or recreation is an asset. For a complete listing of job titles, please contact the Town of Pictou.

- ◆ Red Cross Water Safety Instructor and/or Lifeguard Service Certification is considered an asset.
- ◆ Emergency First Aid and first aid training is considered an asset.
- ◆ A total of 21 positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn between \$5.60 and \$8.00 per hour. Hourly wages depend upon the position.

Application Details

Applications are accepted from April 1 to June 1 at the town office.

Program Sponsor

Town of Pictou

Contact Information

Director of Recreation and Tourism
Department of Recreation and Tourism
Town of Pictou
73 Harbour Drive
PO Box 479
Pictou, NS B0K 1H0

Tel: 902-485-6057
Fax: 902-485-1923
TDD/TDY: operator assisted
Toll-free: 1-888-485-4844
E-mail: picrec@nsis.com
Web site: www.pictou.nsis.com

Summer Employment Program for Students Berwick

Program Details

This program is for youth between the ages of 18 and 25 who are full-time students in a university or community college and will be returning to full-time studies in the fall.

- ◆ Applicants must be residents of Nova Scotia for at least six months prior to the work term.
- ◆ Preference will be given to students studying in the field of recreation.

This program offers applicants the opportunity to work in summer employment for a period of one to four months. Jobs run from May or June to August.

Successful applicants will work as leaders in summer day camps, developing and implementing program activities for youth and providing supervision and leadership. Summer interns supervise staff, organize events and activities, and perform administrative duties.

- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn between \$5.60 and \$7.00 an hour, depending upon the position.

Application Details

Applications are accepted from March to June at the Recreation Department, Town of Berwick.

Program Sponsor

Town of Berwick

Contact Information

Recreation Director
Recreation Department
Town of Berwick
236 Commercial Street
PO Box 697
Berwick, NS B0P 1E0

Tel: 902-538-8902

Fax: 902-538-3724

Summer Employment Program for Students: National Gallery of Canada

Program Details

This program is for youth between the ages of 16 and 30 who are students in a university, community college or high school.

This program offers applicants the opportunity to work in summer employment for a period of four to five months (varies with position). Jobs start at various times throughout the year (based on project requirements).

Successful applicants will perform a variety of tasks, depending upon the position.

- ◆ This program has two streams of summer employment opportunities: non-career-oriented positions and career-oriented positions.

Financial Details

While working in this program, youth earn \$6.85 per hour for non-career-related positions. The earnings for career-related positions varies with responsibilities (\$8.75 to \$9.50 per hour).

Application Details

Applications are accepted from January 1 to various times throughout the year at the National Gallery of Canada.

Program Sponsor

National Gallery of Canada

Contact Information

Human Resources Assistant, Human Resources
National Gallery of Canada
380 Sussex Drive
PO Box 427, Stn. A
Ottawa, ON K1N 9N4

Tel: 613-990-0933
Fax: 613-990-2756
TDD/TDY: 613-990-0777
Toll-free: 1-800-319-2787
Web site: <http://national.gallery.ca>

Summer Fun

Program Details

This program is for youth between the ages of 16 and 25 who are students in a university, community college or high school.

- ◆ Swimming Instructor applicants must possess Red Cross Water Safety Instructor's Certification and first aid training.
- ◆ All applicants must be enthusiastic, organized and enjoy working with children. Preference will be given to students studying physical education or recreation.

This program offers applicants the opportunity to work in summer employment for a period of two to four months. Jobs run from May or June to the end of August.

Successful applicants will plan, organize and carry out a physical activity initiative, recreational activities, special events for children, youth and families or a water safety program.

- ◆ A total of seven positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn \$5.60 to \$6.50 per hour.

Additional Details:

- ◆ Travel expenses will be reimbursed by the employer (at \$.315/km). Travel must be for Municipal business, using the employee's personal vehicle, at the employer's request.
- ◆ Materials and equipment needed to carry out programs are supplied by the employer, as are office space, phones, fax, computer and photocopying.

Application Details

Applications are accepted from April 1 to May 4 at the Municipality of the District of Shelburne, Recreation Department.

- ◆ Application forms are available at the Municipal Recreation Department office or Human Resource Development Canada office. A résumé is to be submitted with the completed application form.

Program Sponsor

Municipality of the District of Shelburne

Contact Information

Recreation Coordinator
Recreation Department
Municipality of the District of Shelburne
136 Hammond Street
PO Box 280
Shelburne, NS B0T 1W0

Tel: 902-875-3544
Fax: 902-875-1278
E-mail: munshel@atcon.com
or Shelburnemunrec@canada.com

Summer Student Employment Program: Digby Area Recreation Commission

Program Details

This program is for students between the ages of 16 and 25 who are attending a university, community college or high school.

- ◆ Applicants must have Red Cross Water Safety Instructors or Lifeguard Certification.

This program offers applicants the opportunity to work in summer employment for a period of two to three months. Jobs run from June 13 to September 7.

Successful applicants will work in a variety of positions at a public swimming pool. Positions include aquatics director, lifeguards, instructors and gate attendant.

- ◆ A total of nine positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn an hourly wage ranging from \$5.60 to \$8.00 per hour, depending upon their qualifications.

Application Details

Applications are accepted from April 1 to April 30 at the Digby Area Arena.

Program Sponsor

Digby Area Recreation Commission

Contact Information

Recreation Supervisor
Department of Recreation
District of Digby
27 Shreve Street
PO Box 1269
Digby, NS B0V 1A0

Tel: 902-245-5006
Fax: 902-245-1944

Summer Student Employment Program: Truro

Program Details

This program is for youth between the ages of 17 and 21 who are university students.

- ◆ Students will be matched to jobs related to their area of study.

This program offers applicants the opportunity to work in summer employment for a period of two to four months. Jobs run from May 1 to August 31.

Successful applicants will work in a variety of areas, including accounting, computers, engineering, planning, database management, horticulture, statistical analysis and crime prevention education.

- ◆ A total of 11 positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn between \$6.00 and \$8.00 per hour. Hourly wages depend upon the position.

Application Details

Applications are accepted from May 1 to August 31 at the local Human Resources Development office.

Program Sponsor

Town of Truro

Contact Information

Clerk's Office
Town of Truro
730 Prince Street
PO Box 427
Truro, NS B2N 5C5

Tel: 902-895-4484
Fax: 902-893-0501
E-mail: town@town.truro.ns.ca

Summer Youth Employment Programs: Barrington

Program Details

This program is for youth between the ages of 16 and 24 who are students in a university, community college or high school.

Applicants must:

- ◆ be returning to full-time study in the fall
- ◆ possess current certificates for aquatics as required by law and aquatic societies

This program offers applicants the opportunity to work in summer employment for a period of two to four months. Jobs start on May 15 or May 23 and end on August 25.

Successful applicants will operate, manage and direct programs in an outdoor pool or day camp for children.

- ◆ A total of 11 positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn between \$5.60 and \$7.50 per hour depending on the position.

Application Details

Applications are accepted from now to April 15 or June 10 at the Recreation and Facilities office, Barrington Municipal Arena.

Program Sponsor

Municipality of Barrington

Contact Information

Recreation and Facilities Manager
Department of Recreation
Municipality of Barrington
12 Park Lane, Sherouse Island
PO Box 100
Barrington, NS B0W 1E0

Tel: 902-637-2760
Fax: 902-637-1545
E-mail: arenabar@glinx.com

Summer Youth Employment Programs: Region of Queens Municipality

Program Details

This program is for youth between the ages of 18 and 30 who are students in a university or community college.

- ◆ Water Safety Instructor qualifications are required for aquatics positions.
- ◆ Applicants must have access to a vehicle.
- ◆ Previous recreation and supervisory experience will be considered an asset.
- ◆ Applicants must be able to perform heavy physical work for grounds positions.

This program offers applicants the opportunity to work in summer employment for a period of four months. Jobs run from May to August.

Successful applicants will work in recreation positions, as supervisors of day camps and special events, or as grounds keepers.

- ◆ A total of three positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn between \$5.60 and \$7.00 per hour. Wages depend upon the position.

Application Details

Applications are accepted from now to April 30 or June 4 (depending upon the position) at the Recreation and Community Facilities Department.

Program Sponsor

Region of Queens Municipality

Contact Information

Director of Recreation and Community Facilities
Department of Recreation
Region of Queen's Municipality
249 White Point Road
PO Box 1264
Liverpool, NS B0T 1K0

Tel: 902-354-5741
Fax: 902-354-7473
Toll-free: 1-800-655-5741
E-mail: queens@auracom.com

Summer Youth Employment Programs: Region of Queens Municipality

Program Details

This program is for youth between the ages of 16 and 30 who are students in a university, community college or high school.

Applicants must:

- ◆ be a qualified Water Safety Instructor (for aquatic positions)
- ◆ have access to a vehicle
- ◆ be able to perform heavy physical work (for grounds positions)

Experience with children will be considered an asset.

This program offers applicants the opportunity to work in summer employment for a period of two months. Jobs run from June to August.

Successful applicants will work as swimming instructor, playground attendant, or in some other recreation position, or in a restoration project of the Liverpool burial ground.

- ◆ A total of 13 positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn between \$5.60 and \$7.00 per hour. Wages depend upon the position.

Application Details

Applications are accepted from now to April 30 or June 4 (depending upon the position) at the Recreation and Community Facilities Department.

Program Sponsor

Region of Queens Municipality

Contact Information

Director of Recreation and Community Facilities
Department of Recreation
Region of Queens Municipality
249 White Point Road
PO Box 1264
Liverpool, NS B0T 1K0

Tel: 902-354-5741
Fax: 902-354-7473
Toll-free: 1-800-655-5741
E-mail: queens@auracom.com

Summer Youth Initiative Program

Program Details

This program is for youth between the ages of 16 and 24 who are students in a university, community college or high school.

Applicants must be:

- ◆ social assistance recipients or children of social assistance recipients
- ◆ planning to return to full-time studies in the fall

This program offers a range of opportunities to youth at various stages along the employment continuum. In the past, opportunities have included:

- ◆ subsidized employment
- ◆ leadership development
- ◆ skill development
- ◆ entrepreneurship development

Opportunities are available between May and September. Participants are referred, based on interest, suitability and availability.

Financial Details

Remuneration varies with the opportunity, from minimum wage to bursaries.

- ◆ Funding for this program has not been finalized for Summer 2000. *It is not guaranteed that the program will run this summer.*
- ◆ Applicants are advised to check with the Nova Scotia Department of Community Services for current information.

Application Details

Applicants should contact their local Employment Support Services (ESS) office of the NS Department of Community Services.

Program Sponsors

Nova Scotia Department of Community Services,
Nova Scotia Economic Development and Human
Resources Development Canada

Contact Information

Coordinator Summer Youth Initiative Program
Employment Support Services
Nova Scotia Department of Community Services
5182 Prince Street
PO Box 696
Halifax, NS B3J 2T7

Tel: 902-424-4329

Fax: 902-424-0721

(See the Directory for a listing of ESS offices, page 151.)

Targeted Wage Subsidy

Program Details

This program is for eligible Social Assistance (SA) and Family Benefits (FB) recipients.

- ◆ Applicants for this program must be current recipients of SA or FB and clients of Employment Support Services.
- ◆ Recipients who are not currently involved with ESS should contact their caseworker to request a referral.

This program offers applicants the opportunity to work in casual, part-time and term employment for a negotiated period. Jobs start at various times throughout the year.

Successful applicants will perform a variety of tasks, depending on the position.

- ◆ Wage subsidies are provided by the program on behalf of clients who would not otherwise be employed.

Financial Details

Wages vary with the position and the employer.

- ◆ Employers are expected to make a contribution to the applicant's salary and to continue to employ the individual once the subsidy runs out.

Application Details

Applications are accepted throughout the year at the Nova Scotia Department of Community Services.

- ◆ ESS caseworkers help candidates locate and apply for appropriate positions.
- ◆ ESS caseworkers work out wage subsidies with employers.

Program Sponsor

Nova Scotia Department of Community Services

Contact Information

ESS Case Worker
Employment Support Services
Nova Scotia Department of Community Services
(See the Directory for a listing of ESS offices, page 151.)

Tel: Halifax: 424-1980
Tel: Dartmouth: 424-6200

Tourism Nova Scotia Employment Program

Program Details

This program is available to those between the ages of 16 and 65 who are unemployed, under-employed, or who are students in a university, community college, or high school.

This program offers applicants the opportunity to work in summer employment for a period of two to six months. Jobs run from May 1 to October 31.

Successful applicants will work as travel counselors, pipers, maintenance, rock patrollers, or gallery attendants in visitor information centres, providing front-line service to the public.

- ◆ Jobs are located throughout the province at provincially-run Visitor Information Centres and at centres run by Regional Tourism Associations.

Financial Details

While working in this program, earnings are minimum wage or better, depending upon the position.

Application Details

Applications are accepted from November to February 11th at the provincially-run centres. Contact each Regional Tourism Association separately to find out about available positions and application deadlines.

- ◆ Positions for provincially-run centres are posted at HRDC employment centres, student employment centres, Access Nova Scotia offices and the Nova Scotia government website: www.gov.ns.ca.
- ◆ Contact each Regional Tourism Association separately to find out about the positions offered.

Program Sponsor

Nova Scotia Tourism and Culture

Contact Information

Manager Visitor Services
Tourism Nova Scotia
Nova Scotia Tourism and Culture
WTCC, 1800 Argyle Street
PO Box 456
Halifax, NS B3J 2R5

Tel: 902-424-4686
Fax: 902-424-0629
Toll-free: 1-800-424-5418

University Partnership Program

Program Details

This program is for youth between the ages of 17 and 30 who are students in a university.

- ◆ The program specifically targets undergraduate students in the arts and social sciences with little or no career-oriented work experience.

This program offers applicants the opportunity to work in internship employment for a period of three to four months. Jobs start at various times throughout the year, based on the employer's needs.

Successful applicants will perform a variety of tasks, depending on the position. All jobs are career-oriented in nature.

- ◆ At present, this program is only offered through Dalhousie, Saint Mary's, and Mount St. Vincent University.
- ◆ The program is designed to provide a co-operative style of education for students in disciplines that currently do not have access to co-operative education programs.

Financial Details

While working in this program, youth earn between \$8.00 and \$10.00 per hour.

Additional Details:

- ◆ Participants may be eligible for a financial bursary.
- ◆ Some universities withhold up to 25 percent of wages earned, to ensure they are applied to tuition at the end of the term.

Application Details

Applications are accepted throughout the year at university career placement offices.

- ◆ The program provides wage subsidies to private-sector employers who hire students.
- ◆ Students can get additional information from their university career placement office.

Program Sponsor

Nova Scotia Economic Development

Contact Information

Provincial Employment Program Coordinator
Community Economic Development
Nova Scotia Economic Development
WTCC, 1800 Argyle Street
PO Box 519
Halifax, NS B3J 2R7

Tel: 902-424-6000
Fax: 902-424-0508
Toll-free: 1-800-880-6661
E-mail: econ.ced@gov.ns.ca

Young Canada Works in Both Official Languages

Program Details

This program is for youth between the ages of 18 and 30 who are students in a university or community college.

Applicants must be:

- ◆ attending a post-secondary educational institution in September
- ◆ able to speak both English and French
- ◆ prepared to relocate to another part of the country for two to three months

This program offers applicants the opportunity to work in summer employment for a period of two to three months. Jobs run from May to September.

Successful applicants will perform various duties, depending upon the position. Jobs may be in such areas as heritage/cultural tourism, media and communications and business administration.

- ◆ Although the program is aimed at students, graduates may also apply.

Financial Details

While working in this program, youth earn a wage based on industry norms for the province of employment.

Additional Details:

- ◆ Help will be received for travel and accommodation costs if working in another region.

Application Details

Applications are accepted at various times throughout the year at local Human Resources Development Canada offices.

- ◆ Application forms are available at the Canadian Heritage web site.
- ◆ Applicants are encouraged to register with the National Graduate Register (www.WorkLinkNGR.com/).

Program Sponsor

Canadian Heritage

Contact Information

Human Resources Development Canada

Toll-free: 1-800-935-5555

(See the Directory for a listing of HRDC Regional offices, Web site: www.pch.gc.ca/ycw-jct/english/language.htm page 148.)

Young Canada Works in Heritage Institutions

Program Details

This program is for youth between the ages of 16 and 30 who are students in a university, community college or high school.

This program offers applicants the opportunity to work in summer employment for a period of two to three months. Jobs run from May to September.

Successful applicants will receive hands-on training and on-the-job learning experiences in research, automation, interviewing, writing and editing, exhibits and special events, desktop publishing, and demographic analysis.

- ◆ Jobs may be in museums, libraries, or archives or other cultural/heritage organizations.
- ◆ In some cases, positions may require special skills, or knowledge of museums, library science, etc.

Financial Details

While working in this program, youth earn a wage in line with industry standards for the province of employment.

Additional Details:

- ◆ If asked to travel, help will be provided to pay for travel and accommodation costs.

Application Details

Applications are accepted at various times throughout the year at local Human Resources Development Canada offices.

- ◆ Applicants are encouraged to register with the National Graduate Register (www.WorkLinkNGR.com/).
- ◆ Application forms may be found in the *Student's Guide of Young Canada Works*.

Program Sponsor

Canadian Heritage

Contact Information

Human Resources Development Canada office

(See the directory for a listing of HRDC Regional offices, page 148.)

Toll-free: 1-800-935-5555

Web site: www.pch.gc.ca/ycw-jct/english/heritage.htm

Young Canada Works In National Parks and National Historic Sites

Program Details

This program is for youth between the ages of 16 and 18 who are students in a high school.

This program offers applicants the opportunity to work in summer employment for a period of two to three months. Jobs run from May to September.

Successful applicants will receive hands-on training and on-the-job learning experiences.

- ◆ Jobs are in selected national parks and national historic sites across Canada during the summer. Jobs involve visitor services, heritage preservation, special events planning and more. Most participants travel to other parts of Canada to live and work, learning about each other and about Canada's rich diversity.
- ◆ In some cases, supervisory positions may be available for those with experience.

Financial Details

While working in this program, youth earn a wage based on rates set by Treasury Board of Canada Secretariat.

Additional Details:

- ◆ If asked to travel, help will be provided to pay for travel and accommodation costs.

Application Details

Applications must complete the Federal Student Work Experience Program application form available from your local Public Service Commission office or Human Resources Development Canada office. It is also available on the Internet at <http://www.psc-cfp.gc.ca/prod/swep/fswe.htm> or by calling the Government of Canada's toll-free youth information line (1-800 935-5555).

Program Sponsor

Canadian Heritage

Contact Information

Human Resources Development Canada

(See the Directory for a listing of HRDC Regional offices, page 148.)

Toll-free: 1-800-935-5555

Web site: www.pch.gc.ca/ycw-jct/english/parks.htm

Young Canada Works in Science and Technology

Program Details

This program is for youth under the age of 30 who are graduates of a university or community college.

Applicants must be:

- ◆ Canadian citizens or landed immigrants
- ◆ planning to pursue a career in science and technology
- ◆ unemployed or under-employed

This program offers applicants the opportunity to work in term employment for a period of six to 12 months. Jobs run from April 1 to the following September or April.

Successful applicants will work in such organizations as museums, archives, libraries, theatres or film or video companies. Projects could involve developing information and communication tools, demonstrating products and services, and managing information and collections.

Financial Details

While working in this program, youth earn a wage. Wages vary, depending on the project and the position obtained by the applicant.

Application Details

Applications are accepted year-round at local Human Resources Development Canada offices.

- ◆ Applicants are encouraged to apply as early as possible.
- ◆ Application forms are available on the Canadian Heritage web site.
- ◆ Applicants are encouraged to register with the National Graduate Register (www.WorkLinkNGR.com/).

Program Sponsor

Canadian Heritage

Contact Information

Human Resources Development Canada

(See the Directory for a listing of HRDC Regional offices, page 148.)

Toll-free: 1-800-935-5555

Web site: www.pch.gc.ca/ycw-ct/english/science.htm

Youth Employment Program: Annapolis County

Program Details

This program is for youth between the ages of 18 and 30 who are students in a university or community college.

- ◆ Applicants must possess a valid driver's license.
- ◆ National Life Guard Certification and Red Cross Swimming Instructor Certification will be considered an asset.
- ◆ Preference will be given to applicants studying recreation, physical education or a similar field.

This program offers applicants the opportunity to work in summer employment for a period of three to four months. Jobs run from April to September.

Successful applicants will work in recreation-related positions, such as lifeguard, swimming instructor, trail worker, programmers or special needs (i.e., marketing/promotions).

- ◆ A total of seven positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn minimum wage. Some positions pay a higher hourly rate.

Application Details

Applications are accepted from April 1 to May 30 at the Municipality of Annapolis.

- ◆ Applicants should use the Municipality of Annapolis employment form.

Program Sponsor

Municipality of the County of Annapolis

Contact Information

Recreation Coordinator
Recreation Services
Municipality of Annapolis County
752 St. George Street
PO Box 100
Annapolis Royal, NS B0S 1A0

Tel: 902-532-2334
Fax: 902-532-2096
TDD/TDY: operator assisted
E-mail: rec@annapoliscounty.ns.ca
Web site: www.annapoliscounty.ns.ca

Youth Employment Program: Antigonish

Program Details

This program is for youth between the ages of 18 and 30 who are co-operative education students in a community college or university.

Applicants must:

- ◆ be civil or agricultural engineering students currently enrolled in a co-operative education program
- ◆ have access to a vehicle

This program offers applicants the opportunity to work for a period of four months. Start dates are in January, May and September.

Successful applicants will be involved in ongoing data collection and compilation and will provide assistance to staff of the Engineering and Public Works departments.

- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn between \$8.00 and \$10.00 an hour.

Additional Details:

- ◆ A vehicle allowance is available to students.
- ◆ Successful applicants are responsible for their own transportation and living expenses.

Application Details

Applications are accepted approximately one month in advance of the start of the term at the Town of Antigonish, Engineering Department.

Program Sponsor

Town of Antigonish

Contact Information

Engineering Department
Town of Antigonish
274 Main Street
Antigonish, NS B2G 2C4

Tel: 902-863-3237
Fax: 902-863-9201

Youth Employment Program: Bridgewater

Program Details

This program is for youth 16 years of age and over who are students in a high school, community college or university.

- ◆ Applicants must have certification in First Aid and C.P.R.
- ◆ Applicants must be willing to work flexible hours and have strong verbal and written communication skills.
- ◆ Aquatic positions must have Water Safety Instructor and National Life Guard Certification.
- ◆ Preference will be given to applicants studying recreation, physical education, and related fields.

This program offers applicants the opportunity to work in summer employment for a period of eight to 16 weeks. Jobs run from mid-May to the end of August.

Successful applicants will work in recreation-related positions, such as summer manager, pool director, assistant directors, aquatic instructor/lifeguard, receptionist, special events, day camp coordinator, theatre leaders and day camp leaders.

- ◆ A total of 20 positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding and approval of the municipal budget.*

Financial Details

While working in this program, youth earn minimum wage. Some positions pay a higher wage rate.

Application Details

Résumés with covering letters are accepted from February 1 to May 20 at the Parks, Recreation, and Culture Department in the Town of Bridgewater.

Program Sponsor

Parks, Recreation and Culture Department,
Town of Bridgewater

Contact Information

Director
Parks, Recreation and Culture Department
Town of Bridgewater
62 Pleasant Street
PO Box 99
Bridgewater, NS B4V 2W8

Tel: 902-543-2274

Fax: 902-543-6876

E-mail: recreation@town.bridgewater.ns.ca

Web site: www.town.bridgewater.ns.ca

Youth Employment Program: Chester

Program Details

This program is for secondary or post-secondary students who are returning to school in the fall.

- ◆ Applicants should have a background in leadership and experience working with the public, particularly with children and youth.
- ◆ Applicants should possess strong communication skills—verbal, listening and writing.
- ◆ Basic office skills are an asset including some knowledge of computers.
- ◆ Preference will be given to applicants studying or with experience in recreation, physical education, public relations or a similar field.
- ◆ Applicants must obtain (if not presently certified) recognized First Aid and CPR Certificates.

This program offers applicants the opportunity to work in a recreation department for a period of two to four months. Jobs run from May to August.

Successful applicants will work in the planning, design and implementation of a wide range of programs for people of all ages, including theme days, bus trips, special events, crafts and games.

- ◆ A total of six positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, students earn minimum wage. Some positions, such as the Summer Supervisor, pay a higher hourly rate.

Application Details

Applications are accepted until April 16. Only those selected for an interview will be contacted.

Program Sponsor

Municipality of the District of Chester
Recreation Department

Contact Information

Municipality of Chester
Recreation Department
PO Box 582
Chester, NS B0J 1J0

Tel: 902-275-3490
Fax: 902-275-4771
E-mail: gtaylor@district.chester.ns.ca

Youth Employment Program: Clark's Harbour

Program Details

This program is for youth between the ages of 16 and 30 who are students in a university, community college or high school.

- ◆ Applicants must be registered students who are returning to high school or have applied, or are enrolled in a post-secondary educational program in the fall.
- ◆ Preference will be given to students enrolled at a post-secondary institution (for the Recreation Supervisor's position).

This program offers applicants the opportunity to work in summer employment for a period of one to four months. Jobs run from May 12 to August 9 and September 6.

Successful applicants will plan and conduct summer recreation programs and maintain ballfield facilities.

- ◆ A total of two positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn minimum wage or more, depending upon the position.

Additional Details:

- ◆ Mileage will be reimbursed when the town requests use of a personal vehicle for work-related business.

Application Details

Applications are accepted from March 1 to May 1 at the Town of Clark's Harbour Recreation Department.

- ◆ Application forms are available at the Town office and can be mailed to interested applicants.

Program Sponsor

Town of Clark's Harbour

Contact Information

Recreation Director
Recreation Department
Town of Clark's Harbour
2648 Main Street
PO Box 160
Clark's Harbour, NS B0W 1P0

Tel: 902-745-2390

Fax: 902-745-1772

Youth Employment Program: East Hants

Program Details

This program is for youth between the ages of 18 and 30 who are students in a university or community college.

Applicants must be:

- ◆ registered full-time students
- ◆ returning to full-time study in the fall

This program offers applicants the opportunity to work in summer and co-operative education work term employment for a period of up to four months. Jobs run from May 17 to September 4.

Successful applicants will work in positions such as day camp counsellor, engineering assistant, planning technician and field worker.

- ◆ A total of seven positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn \$7.00 or more per hour.

Application Details

Applications are currently being accepted at the Finance and Administration Division of the Municipality of East Hants.

Program Sponsor

Municipality of East Hants

Contact Information

Administrative Officer
Finance and Administration
Municipality of East Hants
2361, No. 2 Highway
PO Box 190
Shubenacadie, NS B0N 2H0

Tel: 902-758-2299

Fax: 902-758-3497

Youth Employment Program: Inverness County

Program Details

This program is for youth between the ages of 18 and 30 who are students in a university or community college.

- ◆ Preference will be given to applicants studying engineering or the sciences. Other applicants are also encouraged to apply.

This program offers applicants the opportunity to work in summer employment for a period of three to four months. Jobs run from July to August.

Successful applicants will work on projects specific to the environment (for example, demonstrating composting techniques or recycling) or performing office tasks, general labour or dealing with the public.

- ◆ A total of two positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn \$7.50 per hour.

Application Details

Applications are accepted during the month of April at the county office in Port Hood.

- ◆ Positions will be posted at local HRDC offices.
- ◆ Applicants must attach a résumé to the application form.

Program Sponsor

Municipality of the County of Inverness

Contact Information

Director
Public Works
Municipality of the County of Inverness
375 Main Street
PO Box 179
Port Hood, NS B0E 2W0

Tel: 902-787-2274

Fax: 902-787-3110

Youth Employment Program: Middleton

Program Details

This program is for students in a university, community college or high school.

- ◆ Applicants must be full-time students, returning to study in the fall.
- ◆ Applicants must have a valid driver's license.
- ◆ National Coaching Certification is an asset (for sport instruction and coaching).
- ◆ Preference will be given to post-secondary students studying recreation, physical education, horticulture or related fields of study.

This program offers applicants the opportunity to work in summer employment for a period of three to five months. Jobs run from April to September.

Successful applicants will work in positions related to recreation, special events, facilities management and parks. Duties vary with the job.

- ◆ All town employees must be certified in first aid (emergency) and WHMIS (Workplace Hazardous Materials Information Systems).
- ◆ A total of six positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, earnings are between \$5.60 and \$7.00 per hour. Wages depend upon the position.

Application Details

Applications are accepted from April 1 to June at the Town of Middleton.

- ◆ Positions are posted at the local student employment office.
- ◆ Applicants must complete a Town of Middleton application form and attach a résumé.
- ◆ Bursaries are available to secondary students entering post-secondary study of recreation or physical education in 2000. Applications are available at local recreation departments in the Annapolis Valley.

Program Sponsor

Town of Middleton Parks and Recreation Department

Contact Information

Recreation Director
Middleton Parks and Recreation
Town of Middleton
131 Commercial Street
PO Box 340
Middleton, NS B0S 1P0

Tel: 902-825-5500 or 4841
Fax: 902-825-6460

Youth Employment Program: Municipality of Clare

Program Details

This program is for youth between the ages of 18 and 30 who are students in a university or community college.

Applicants must:

- ◆ be fluently bilingual
- ◆ possess a valid driver's license

Preference will be given to applicants studying recreation, physical education or a similar field.

This program offers applicants the opportunity to work in summer employment for a period of up to four months. Jobs run from April to September.

Successful applicants will work in recreation-related positions, such as special event coordinator, special population coordinator, field maintenance and sports coordinator.

- ◆ A total of seven positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn a minimum of \$6.00 per hour. Some positions may pay a higher hourly rate.

Application Details

Applications are accepted from March 15 to April 27 at the Clare Municipal Building. Applicants must enclose a résumé and covering letter.

Program Sponsor

Municipality of Clare

Contact Information

Municipality of Clare
Recreation Department
PO Box 458
Little Brook, NS B0W 1Z0

Tel: 902-769-3655
Fax: 902-7693713
E-mail: leisure@municipality.clare.ns.ca
Web site: www.munisource.org/clare

Youth Employment Program: New Glasgow

Program Details

This program is for youth between the ages of 18 and 26 who are students in a university or community college.

Applicants must:

- ◆ possess a valid driver's license
- ◆ provide proof of attendance at a post secondary institution
- ◆ have a valid First Aid Certificate or attend the Highland Region Leadership Camp

Preference will be given to applicants with recreation work experience.

This program offers applicants the opportunity to work in summer employment for a period of 10 to 13 weeks. Jobs run from May to September.

Successful applicants will work in recreation-related positions, such as youth, community centre, trail workers, programmers or special needs (i.e., marketing/promotions)

- ◆ A total of six positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn minimum wage. Some positions may pay a higher hourly rate.

Application Details

Applications are accepted from April 1 to May 6 at the New Glasgow Recreation Office.

Program Sponsor

Municipality of the Town of New Glasgow

Contact Information

Recreation Coordinator, Recreation Services
Youth and Special Events
Municipality of the Town of New Glasgow
PO Box 7
New Glasgow, NS B2H 5E1

Tel: 902-755-8363

Fax: 902-755-6445

Youth Employment Program: Shelburne

Program Details

This program is for youth between the ages of 16 and 22 who are students in a university, community college or high school.

Applicants must:

- ◆ be returning to full-time study in the fall
- ◆ have a valid driver's license

This program offers applicants the opportunity to work in summer employment for a period of two to four months. Jobs run from May 1 to August 31.

Successful applicants will work in such areas as special events coordination and parks and recreation programming.

- ◆ A total of three to five positions may be available.
- ◆ *All positions are tentative, pending receipt of federal and provincial funding.*

Financial Details

While working in this program, youth earn \$6.00 per hour (starting wage).

Application Details

Applications are accepted from March 1 to mid-June at the Town of Shelburne.

- ◆ The closing date is tentative.

Program Sponsor

Town of Shelburne

Contact Information

Director
Parks and Recreation Department
Town of Shelburne
168 Water Street
PO Box 699
Shelburne, NS B0T 1W0

Tel: 902-875-3873
Fax: 902-875-3932
E-mail: tnshelb@auracom.com

Youth Environmental Challenge (YEC) Program

Program Details

This program is for youth between the ages of 17 and 24.

- ◆ Applicants must be interested in community environmental issues.
- ◆ Groups of four to five youth are invited to propose a project for environmental service work to be undertaken in their home community.

All projects approved for funding shall be community-based environmental service projects that protect, manage and promote a healthy environment in Nova Scotia.

Projects should fall under at least one of the following categories: watershed management, waste resource management, pollution prevention, environmental education and interpretation, and climate change.

Project proposals must be developed, submitted and realized by Nova Scotian youth. Projects should be supervised and/or directed by a community member outside the YEC group (i.e. professor, community group member, school principal).

- ◆ *All positions are tentative, pending receipt of funding.*

Financial Details

Projects accepted by the Nova Scotia Youth Conservation Corps (NSYCC) receive funding of up to 50% of the total project costs. The maximum funding available from the NSYCC is \$3,500 for a nine week project. The YEC group must match NSYCC's funding in financial contributions. (i.e. if a YEC group proposes a \$7,000 project, the NSYCC could agree to provide \$3,500 in funding as long as the YEC group is able to match this with \$3,500 that they have raised).

Application Details

YEC applications are accepted at the NSYCC office year-round. Deadline dates include March 1, June 1, September 1 and December 1.

Program Sponsor

Nova Scotia Department of the Environment

Contact Information

Nova Scotia Youth Conservation Corps Coordinator
Environmental Support Services
Nova Scotia Department of the Environment
5151 Terminal Road
PO Box 2107
Halifax, NS B3J 3B7

Tel: 902-424-4924

Fax: 902-424-3571

E-mail: nsycc@gov.ns.ca

Web site: www.gov.ns.ca/envi/dept/ess/ycc/

Youth International

Program Details

This program is for youth between the ages of 15 and 30 who are not attending school.

- ◆ Applicants must be legally entitled to work in Canada.

This program offers applicants the opportunity to work in term employment for a period of 12 months (or less). Jobs start at various times throughout the year, depending upon project requirements.

Successful applicants will work abroad or in Canada on projects with an international focus. Projects may be in the areas of science and technology or international trade and development.

- ◆ Participants may not necessarily travel if chosen to participate. Youth may work in Canada, conducting research on international trade issues or on export development.

Financial Details

While working in this program, youth earn an income, which varies from project to project.

Application Details

Applications are accepted year-round at local Human Resources Development Canada offices.

- ◆ Participating organizations recruit and select participants on their own.
- ◆ HRDC helps interested applicants find out about opportunities in their area.
- ◆ Youth who have independently identified a sponsor company should contact the local HRDC office to discuss their participation.

Program Sponsor

Human Resources Development Canada

Contact Information

Human Resources Development Canada

(See the Directory for a listing of HRDC Regional offices, page 148.)

Toll-free: 1-800-935-5555

Web site: http://youth.hrdc-drhc.gc.ca/intern/yth_prg.shtml

Youth Internship Canada

Program Details

This program is for youth between the ages of 15 and 30 who are not attending school.

This program offers applicants the opportunity to work in term employment for a period of 12 months (or less). Jobs start at various times throughout the year, depending upon project requirements.

Successful applicants will work in a variety of entry-level positions with educational institutions, non-government offices, private businesses or community organizations.

- ◆ The program provides participants with structured career paths to help with the transition from school to work.

Financial Details

While working in this program, youth earn an income. Income rates vary from project to project.

Application Details

Applications are accepted year-round at local Human Resources Development Canada (HRDC) offices.

- ◆ Participating organizations recruit and select participants on their own.
- ◆ HRDC helps interested applicants find out about opportunities in their area.

Program Sponsor

Human Resources Development Canada

Contact Information

Human Resources Development Canada
(See the Directory for a listing of HRDC Regional offices, page 148.)

Youth Employment Strategy Info Line: 1-800-935-5555
Web site: <http://youth.hrdc-drhc.gc.ca/ythprg/intern.shtml>

Youth Service Canada

Program Details

This program is for youth between the ages of 15 and 30 who are out of school.

Applicants must be:

- ◆ Canadian citizens or permanent residents
- ◆ unemployed

This program offers applicants the opportunity to work in term employment for a period of one to three years. Jobs start at various times throughout the year (based on project requirements).

Successful applicants will be provided with an opportunity to gain relevant work-related experience, to develop personal skills and to strengthen their sense of accomplishment through participation in team-oriented, long-term community service projects.

- ◆ Projects can run from one to three years, although the norm is one year.
- ◆ Private enterprise, community-based organizations and native councils may be sponsored by this program.
- ◆ Federal and provincial governments are not eligible for sponsorship under this program.

Financial Details

While working in this program, youth receive a regionally determined weekly stipend for living expenses.

Additional Details:

- ◆ Participants receive assistance in developing a career plan for the transition from school to work.
- ◆ At the project's completion, participants are given a grant of approximately \$2,000 to assist with continuing to implement their career plan.
- ◆ Grant monies may be used for a variety of career options, such as returning to school or starting a small business.

Application Details

Applications are accepted year-round at HRDC offices.

- ◆ Applicants should speak with a program officer to determine if there is a Youth Services Canada Initiative in their area.

Program Sponsor

Human Resources Development Canada

Contact Information

Human Resources Development Canada
(See the Directory for a listing of HRDC Regional offices, page 148.)

Youth Employment Strategy Info Line: 1-800-935-5555
Web site: <http://youth.hrdc-drhc.gc.ca/ythprg/comm.shtml>

Entrepreneurship Programs



Aboriginal Business Canada

Program Details

This program is for Canadian Status or Non-Status Indians, Inuit or Métis individuals between the ages of 18 and 29.

Aboriginal Business Canada (ABC) encourages Aboriginal youth to start their own businesses. ABC assists with the preparation of business plans and with marketing, and financing of business start up and/or expansion. ABC will also assist with the eligible costs of activities that lead to entrepreneurship development for Aboriginal youth as well as the cost of business skills training, particularly with information technology skills development, relevant to the proposed business activity.

Applicants planning to start a business must:

- ◆ develop a business plan
- ◆ provide equity
- ◆ demonstrate that their business idea can support an appropriate salary
- ◆ be prepared to take additional skills training in the areas of management and financing

Financial Details

Maximum financing available under this program is \$75,000. The maximum contribution for eligible capital, marketing, and operating costs per proposal is 60 percent. In most cases, the contribution is less than this percentage.

A maximum of 75 percent of the following eligible costs is available:

- ◆ business planning and support requirement
- ◆ entrepreneurial development initiatives

Financial assistance is in the form of non-repayable contributions. Applicants must have a minimum of 10 percent cash equity in the eligible costs of the proposed venture.

Application Details

Applications are accepted year-round at Aboriginal Business Canada. Contact should be made with an ABC business development officer to discuss the proposal prior to submitting an application.

Program Sponsor

Aboriginal Business Canada, a branch of Industry Canada

Contact Information

Aboriginal Business Canada
Industry Canada
1801 Hollis Street
PO Box 940, Station M
Halifax, NS B3J 2V9

Tel: 902-426-2018
Fax: 902-426-1643
TDD/TDY: No
Toll-free: No
E-mail: abc.halifax@ic.gc.ca
Web site: <http://abc.gc.ca>

Black Business Initiative

Program Details

This program is for Black Nova Scotians between the ages of 16 and 30.

The Black Business Initiative is designed to assist entrepreneurs with start up and/or expansion of a small business. It offers:

- ◆ business counselling
- ◆ business skills development
- ◆ business plan development
- ◆ mentorship

The initiative also provides financial support and after-care services to entrepreneurs.

Financial Details

The Black Business Initiative offers term loans to entrepreneurs to a maximum amount of \$25,000. Equity loans are also available, to a maximum of \$5,000.

Loan repayment terms are a maximum of five years in length. No interest is charged during the first year. For the remaining two to five years, interest is charged at prime plus one percent.

To qualify, applicants must provide equity in the amount of 10 percent of the total project costs. Equity may be in the form of cash investment or contributed items (such as vehicles, computer, tools, etc).

Application Details

Applications are accepted year-round at the Black Business Initiative.

Program Sponsor

Black Business Initiative Society

Contact Information

Black Business Initiative
1575 Brunswick Street
Halifax, NS B3J 2G1

Tel: 902-426-2224
Fax: 902-426-6530
Toll-free: 1-800-668-1010
E-mail: bbi@cbse.ic.gc.ca
Web site: <http://bbi.ns.ca>

Business Development Bank (BDC) Consulting Group

Program Details

The Consulting Group realizes that businesses are at different phases in their growth cycle. In response, we address individual client needs through three phases of delivery, which help them assess, plan and implement changes for the purposes of growth, export and quality improvements. A variety of solution offerings specific to the assessment, planning and implementation phases of delivery can be implemented during any of these three phases.

Financial Details

These services are offered at an affordable price. Actual costs are dependent upon the length and complexity of the assignment.

Application Details

N/A

Program Sponsor

Business Development Bank of Canada

Contact Information

Halifax Branch
Business Development Bank of Canada
1400 Cogswell Tower
PO Box 1656
Halifax, NS B3J 2Z7

Tel: 902-426-7850
Toll-free: 1-888-463-6232
Fax: 426-6783
Web site: www.bdc.ca

Cape Breton Youth Entrepreneurship Program

Program details

This program is for youth between the ages of 18 and 30 who are interested in starting a new business in Cape Breton.

Emphasis will be placed on establishing businesses that fall within the following priority sectors: Cape Breton marketing/tourism, cultural industries, knowledge-based industries, agriculture/horticulture and value added, resource projects, business services, manufacturing and other private sector services. Other sectors will be considered based on viability. Competitive impact will be a key component of project evaluation.

A program to meet participant needs, including counselling, skills development, mentors and aftercare support.

Financial Details

Non-interest bearing loans of up to 80 percent of total project costs are provided up to a maximum of \$10,000.

Participants will receive an allowance for the first year of operation.

Eligible costs will be those deemed necessary to start a new business, including capital costs, working capital, participant allowances and other start-up costs. Applicant equity of 20 percent will normally be required.

Application Details

Applications are available on-line at the web site listed below or contact Coastal Business Opportunities directly.

Program Sponsors

Human Resources Development Canada and
Enterprise Cape Breton Corporation

Contact Information

Coastal Business Opportunities Inc.
338 Charlotte Street
Sydney, NS B1P 1C6

Tel: 902-539-4332

Fax: 902-562-1016

Web site: <http://www.chatsubo.com/coastal/assist.html>

Entrepreneurship 12

Program Details

This Grade 12 course is for high-school students who have an interest in starting their own businesses or who wish to explore entrepreneurship as a career option.

The credit course includes both a classroom and hands-on component. It provides students with the basic knowledge needed to start their own businesses as well as support and advice once they do so.

Please note that the program is available only in select high schools in Nova Scotia. Interested students should contact their guidance counsellor to see if the course is offered at their school.

Financial Details

There is no capital available through the program. Students must provide their own funds or develop ideas that do not require capital. Some students start with a business idea that does not require capital in order to build up the funds to launch a larger venture.

Application Details

Applications are accepted throughout the year by guidance counsellor offices at participating schools. For additional information, students may also contact the Centre for Entrepreneurship Education and Development (CEED) in Halifax.

Program Sponsor

Nova Scotia Department of Education

Contact Information

Entrepreneurship Consultant
Centre for Entrepreneurship Education and Development
Nova Scotia Department of Education
PO Box 578
Halifax, NS B3J 2S9

Tel: 902-424-5263
Fax: 902-424-0260
Toll-free: 1-800-590-8481
Web site: www.ceed.ednet.ns.ca

Entrepreneurship Venture Centres (EVC)

Program Details

This program is for persons between the ages of 16 and 21 who are interested in starting their own businesses. The program uses entrepreneurial activities as a means of achieving the outcomes of high school courses. These courses must lead to a regular high school diploma.

The program provides a means for high school students to explore entrepreneurship as a career option. The program will also help students to achieve economic independence, gain greater control over their lives and contribute to their communities. Under the instruction of a full-time, certified teacher, students will start and run their own businesses while taking regular high school courses. Students will develop their individual course load, receive full academic credits for their courses and graduate with the same diploma as their peers.

Prior to being admitted to the program, participants must successfully complete an assessment week, which will test their entrepreneurial attributes. The program is available only in certain locations. Contact the Centre for Entrepreneurship Education and Development (CEED) office or a guidance counsellor for further information.

Financial Details

There is no formal loan component attached to the EVCs. The program helps students access capital from other sources.

Application Details

Applications are accepted throughout the year at high school guidance offices. However, this program is offered only in selected areas. Check with your local school board to see if the program is available in your area.

Program Sponsor

Centre for Entrepreneurship Education and Development, Nova Scotia Department of Education

Contact Information

Entrepreneurship Consultant
Centre for Entrepreneurship Education and Development (CEED)
Nova Scotia Department of Education
PO Box 578
Halifax, NS B3J 2S9

Tel: 902-424-5263
Fax: 902-424-0260
Toll-free: 1-800-590-8481
Web site: www.ceed.ednet.ns.ca

ESP: Entrepreneurial Skills Program

Program Details

This program is for university students interested in running their own businesses while earning their undergraduate degree.

ESP is a designation intended to complement existing degree programs within participating universities. The program provides students from various disciplines with the opportunity to add an entrepreneurial option to their degree program. Students may start businesses in any sector.

Financial Details

While the program does not provide financing for ventures, it does offer support and guidance in accessing other sources.

There is a fee for the support program for the program.

Application Details

Applications are accepted at different times of the year, depending upon the participating university. Applications are subject to the entrance requirements of the participating university.

The program will be offered at Dalhousie University and the University College of Cape Breton (UCCB) only, beginning in September 2000.

Program Sponsor

Centre for Entrepreneurship Education and Development, Nova Scotia Department of Education

Contact Information

ESP: Entrepreneurial Skills Program
Centre for Entrepreneurship Education and Development
Nova Scotia Department of Education
PO Box 578
Halifax, NS B3J 2S9

Tel: 902-424-5263
Fax: 902-424-0260
Toll-free: 1-800-590-8481
Web site: www.planetentrepreneur.com

First Nations and Inuit Business Loan Program

Program Details

This program is for Aboriginal and Inuit persons in the Atlantic Region who are 30 years of age and under. The program is designed to assist clients in setting up a small business.

Services offered under this program include:

- ◆ self-assessment
- ◆ financial assistance
- ◆ business planning
- ◆ mentoring
- ◆ before and after care

Businesses assisted by the program must be majority-owned by Aboriginal or Inuit entrepreneurs.

Financial Details

Maximum financing assistance available under this program is \$5,000. All loans are life-insured.

Repayment terms are based on cash flow and on the life expectancy of the asset being financed. The maximum repayment term is 10 years. The interest rate on loans ranges from 12.75 percent to 14.75 percent. Applicants must meet an equity requirement of 10 percent of the capital cost.

An application process fee of 1.5 percent of the approved loan amount is charged on approved deals.

Application Details

Applications are accepted year-round at Ulnooweg Development Group Inc.

Program Sponsors

National Aboriginal Capital Corporation
Association and Indian and Northern Affairs
Canada

Contact Information

Ulnooweg Development Group Inc.
139 Esplanade Street
PO Box 1259
Truro, NS B2N 2X5

Tel: 902-893-7379
Fax: 902-893-0353
Toll-free: 1-888-766-2376
Web site: www.ulnooweg.ca/young.html

First Step Loans

Program Details

This program is for persons 19 years of age and over who are interested in starting a business. Applicants must submit a business plan that clearly defines the economic benefits of receiving the loan. Applicants are eligible for the program only for the first 12 months after the creation of the business.

The program is designed to help new businesses get off the ground by providing loans of up to \$10,000 to be used for any valid purpose, including working capital. The loan is open to manufacturing, processing, tourism and selected services. Retail and/or wholesale businesses may also be eligible under exceptional circumstances (except in the Halifax/Dartmouth metro area.) The project must demonstrate effective management and present a business plan for a viable operation. The program application booklet contains a format for completing a business plan.

The program is suitable for the first few months of a new business start up, when working capital is tight. The applicant must be registered in Nova Scotia as a proprietorship, partnership or co-operative in its first year of operation. The applicant may also be a Nova Scotia registered incorporated society under certain circumstances. (See the web site for details.)

Financial Details

The maximum financing available under this program is \$10,000. The loan amount will be based on the circumstances of the individual case. Considerations will be given to the applicant's capacity to repay the loan.

The maximum repayment term shall not exceed seven years. Participants are charged the prevailing rate of interest at the time the loan is obtained. Equity contribution of an amount equal to the loan is requested for projects in the Halifax/Dartmouth area. Equity equal to at least 50 percent of the loan is requested for projects in other areas of the province. Applicants must provide equity in the form of a promissory note or other security deemed necessary by the approving authority.

Please note that to be eligible for this program, start-up costs cannot exceed \$100,000.

Application Details

Applications are accepted throughout the year at Business Service Centres across the province. To locate the centre nearest you, call 1-800-668-1010.

Program Sponsor

Nova Scotia Economic Development

Contact Information

Community Business Loan Program Coordinator
Community Economic Development
Nova Scotia Economic Development
6th Floor WTCC, 1800 Argyle Street
PO Box 519
Halifax, NS B3J 2R7

Tel: 902-424-2720

Fax: 902-424-0508

E-mail: econ.ced.@gov.ns.ca

Web site: www.gov.ns.ca/ecor/ced/cblp/index.htm

Future Quest: Moving Towards Autonomy

Program Details

This Intensive and Highly Individualized Program Is for Persons Who Are Interested in Exploring Entrepreneurship as a Career Option. The Program Assists Aspiring Entrepreneurs to Identify and Develop Their Entrepreneurial Attributes and Start Their Own Businesses. To Qualify for the Program, Applicants must Complete a Detailed Application Form and Be Interviewed.

Once Applicants Are Accepted into Future Quest, They Start by Participating in a Week-long Assessment That Includes Running a "Business for a Day." Following a Second Intense Week, Applicants Work to Fulfill Commitments They Have Made in Their "Personal Success Contracts" with Respect to Training, Experience, Business Planning, Mentoring, and Peer Activities.

The Program Provides Support, Training, and Help with Business Plans.

Participants in Future Quest Are Expected to Get Businesses up and Running While They Are in the Program.

The Program Is Offered at Limited Locations. Contact the Centre for Entrepreneurship Education and Development (Ceed) for Details.

Financial Details

This program does not provide any funding assistance but successful applicants are eligible for bursaries to cover the tuition costs. The program provides applicants with information on how to be resourceful and how to access traditional funding sources.

Application Details

Applications can be obtained from and are accepted at the Open for Business Centre in Halifax.

Program Sponsors

Nova Scotia Department of Education, Nova Scotia Economic Development and the Nova Scotia Department of Community Services

Contact Information

Future Quest Program
Centre for Entrepreneurship Education and Development
Nova Scotia Department of Education
PO Box 578
Halifax, NS B3J 2S9

Tel: 902-424-5263
Fax: 902-424-0260
Toll-free: 1-800-590-8481
Web site: www.ceed.ednet.ns.ca

Open for Business (OFB)

Program Details

This storefront, drop-in centre focuses on youth who are interested in starting their own businesses, gaining more control over their lives and achieving economic independence.

Open for Business provides peer support, workshops, computers and other valuable resources to help with the "how to's" and "next steps" for those who want to start, improve or expand a business. Open for Business's multi-faceted environment and programs serve those who want to learn about and develop the personal qualities, characteristics, attitudes and skills necessary to be an entrepreneur. The centre helps direct young entrepreneurs to the community resources they need to start and grow a business.

Financial Details

No funding is available through Open for Business. However, this resource centre can help young entrepreneurs be resourceful and identify traditional funding sources.

Application Details

Anybody with an interest in learning how to start or run his/her own business is invited to stop by the regional office in Halifax. Other Open for Business locations exist in Windsor, Yarmouth, Barrington, New Glasgow, Fisherman's Cove, Sydney, North Sydney and Glace Bay. Check with the Centre for Entrepreneurship Education and Development for more information.

Program Sponsors

Core funders for all OFBs are Nova Scotia Department of Education, Nova Scotia Economic Development and Human Resources Development Canada. Individual locations may have additional sponsors.

Contact Information

Centre for Entrepreneurship Education and Development
Nova Scotia Department of Education
1521 Grafton Street
PO Box 578
Halifax, NS B3J 2S9

Tel: 902-424-5263
Fax: 902-424-0260
Toll-free: 1-800-590-8481
Web site: www.ofbnetwork.com

Second Chance: A Program for Youth in Conflict with the Law

Program Details

This program is for youth between the ages of 16 and 29, who are or have been in conflict with the law.

The program is designed to help participants start their own businesses by providing specialized training and support. The goal of the program is to assist youth in conflict with the law to become self-sufficient.

To qualify for Second Chance, applicants must successfully pass the assessment week. Successful candidates will be enrolled in a 12-month program, which includes training, mentorship, peer support and a strong personal development component. The program has five phases:

- ◆ an assessment week
- ◆ discovery phase (wherein participants are trained in the various aspects of running a business)
- ◆ business planning
- ◆ business start up
- ◆ aftercare

The program provides support, training and help with business plans. It also helps participants access loans and funding from various sources across the province.

Financial Details

Successful applicants may receive a training allowance. No business financing is available under this program. Participants access funds from traditional sources.

Application Details

Contact the Centre for Entrepreneurship Education and Development (CEED) for application information.

PROGRAM SPONSORS

Nova Scotia Department of Education, Human Resources Development Canada and Nova Scotia Department of Community Services

Contact Information

Second Chance Coordinator
Centre for Entrepreneurship Education and Development
Nova Scotia Department of Education
PO Box 578
Halifax, NS B3J 2S9

Tel: 902-424-5263
Fax: 902-424-0260
Toll-free: 1-800-590-8481
Web site: www.ceed.ednet.ns.ca

Self-Employment Benefit

Program Details

This program is for current recipients of Employment Insurance (EI) benefits or those who have established an Employment Insurance claim in the last three years.

To qualify, an applicant must:

- ◆ be unemployed
- ◆ be legally entitled to work in Canada
- ◆ have no previous participation in any self-employment assistance activity funded by Human Resources Development Canada (HRDC) within the past five years
- ◆ agree to provide business plans acceptable to HRDC within a reasonable period of time, showing the applicant's potential for long-term self-employment
- ◆ have an established EI claim or one that has ended in the last three years; or have begun a maternity or parental benefit within the last five years, after which the applicant has remained out of the labour market to care for a child
- ◆ be seeking to re-enter the labour force
- ◆ attend an orientation session with a coordinator in his/her area

HRDC's "Self-Employment Benefit" is designed to help individuals to create their own jobs by providing coaching, ongoing support, advice and financial assistance. Self-employment assistance allows participants to concentrate on making their businesses succeed. HRDC or its partner agencies negotiate the length of financial support provided, up to a maximum of 52 weeks.

Financial Details

Under this program, participants will receive benefits for one year. (Participants who are currently receiving benefits will continue to receive them until their claim runs out.) Following that, participants will receive support at a rate that is regionally, locally or individually determined. Support will continue for the duration of the time they are in the program. If a participant's insurance benefit is less than the established rate, it may be supplemented to bring it in line.

Participants may also be entitled to additional support to help defray the costs of establishing businesses. If participants are eligible for Self-Employment, but are not in receipt of Insurance benefits, they will receive the established benefit rate for their community. Additional financial support may also be available for these participants.

HRDC contracts with a third party partner to deliver the Self-Employment Benefit. The responsibility of the partner agency includes evaluating the business plan proposals, assessing clients' suitability for self-employment and recommending self-employment proposals to HRDC. Partners provide participants with assistance in developing and implementing their business plans. They also offer advice and may direct clients to other supports as needed.

Application Details

Applications are accepted year-round at local HRDC offices. Applicants must specify the program name when applying.

Program Sponsor

Human Resources Development Canada

Contact Information

Human Resources Development Canada

(See the Directory for a listing of HRDC Regional offices, page 148.)

Small Business Growth Loans

Program Details

This program is for persons 19 years of age and over who are interested in starting or expanding a full-time small business. To qualify, the applicant must be registered in Nova Scotia as a proprietorship, partnership, co-operative or limited company. Under certain circumstances, registered incorporated societies are also considered.

The program provides some counselling, as well as documentation to ensure that business plans are submitted in the proper format. Applicants must complete a business plan along with any required documentation. Applications are available at Business Services Centres located throughout the province.

Financial Details

During the first few months of a new business start up, working capital is tight. This loan can be used to purchase fixed assets. It can also be applied to some "soft costs" such as advice, technical help, marketing assistance and counselling or training services. Under exceptional circumstances, the loan may also be used for working capital.

The maximum loan available under this program is \$50,000. Consideration is given to the applicant's individual capacity to pay back the loan. Most sectors are covered except for residential and rental accommodation; professional, personal and related services; financial and insurance agencies; real estate and land development; and taverns, beverage rooms and lounges. Ventures in the "excepted" group are covered by other lending agencies.

Financial Details continued

The maximum repayment term on the loan is 10 years. The program uses the prevailing interest rate at the time of the loan. A minimum 20 percent equity is required, unless otherwise determined. Acceptable security must be furnished.

To receive funding, an applicant must submit a business plan that clearly shows the economic viability of the business. In addition, the applicant must demonstrate that the project provides a net economic benefit to the province.

Application Details

Applications are accepted throughout the year at Business Service Centres across the province. Officials recommend consulting a business development officer at a Business Service Centre before applying, as well as during the time you hold the loan.

Program Sponsor

Nova Scotia Economic Development

Contact Information

Community Business Loan Program Coordinator
Community Economic Development
Nova Scotia Economic Development
WTCC, 1800 Argyle Street
PO Box 519
Halifax, NS B3J 2R7

Tel: 902-424-2720
Fax: 902-424-0508
Toll-free: 1-800-668-1010
E-mail: econ.ced@gov.ns.ca
Web site: www.gov.ns.ca/ecor/ced/cblp/index.htm

Young Entrepreneur Awards

Program Details

All Canadian business owners age 18 to 30 are eligible.

Each year, in October, the Business Development Bank of Canada organizes "Small Business Week" to highlight the contribution of small business to Canada's economy. During the week, BDC honours the achievements of business owners who deserve national recognition through the Young Entrepreneur Awards.

Each winner is paired with a prominent business leader from his/her province or territory. Nominations are received by the BDC in the spring. Adjudication occurs over the summer, with the award winners being announced the week prior to "Small Business Week."

Contact the local Business Development Bank of Canada office for more information on the awards program.

Financial Details

There is no monetary reward provided.

Application Details

Nominations are accepted in the spring at BDC offices.

Program Sponsor

Business Development Bank of Canada

Contact Information

Business Development Bank of Canada
(See the Directory, page 142.)

Toll-free: 1-888-463-6232
Web site: www.bdc.ca/

Young Entrepreneur Financing Program

Program Details

The Young Entrepreneur Financing Program is aimed at giving start-up entrepreneurs between the ages of 18 and 34 a solid foundation to build a new business.

Applicants must:

- ◆ be in the start-up phase
- ◆ have a proposal that has realistic market and sales potential
- ◆ demonstrate key personal characteristics of successful entrepreneurs
- ◆ have made or will make a reasonable investment in the business
- ◆ provide personal and credit references

Financial Details

Term financing of up to \$25,000 and 50 hours of tailor-made business management support help to ensure that entrepreneurs with commercially-viable business proposals and excellent growth potential get their businesses off the ground. The interest rate for the first year will be the Bank's base rate. For the second year and beyond, interest will be at base plus 2 percent.

Repayment terms are over a five-year period with payments scheduled to suit the cash flow of the business.

Application Details

Applicants may obtain an application kit (at no charge) from their local BDC office.

Program Sponsor

Business Development Bank of Canada

Contact Information

Business Development Bank of Canada
(See the Directory, page 142.)

Toll Free: 1-888-463-6232
Web site: www.bdc.ca

Young Entrepreneurs Connexion Seed Capital and Counselling Program

Program Details

This program is for persons between the ages of 18 and 29, inclusive, who are interested in starting a business.

- ◆ Applicants must be residents of Atlantic Canada.
- ◆ Applicants under the age of 19 require the signature of a parent or guardian.

The program is designed to ensure that young entrepreneurs throughout Atlantic Canada enjoy equal access to the information and capital they need to make their businesses succeed. Most sectors are supported, including retail, personal services and seasonal enterprises. The program offers youth access to capital and sound business advice. The program covers start up, expansion, modernization and other business activities. Business counselling and training is provided by local Business Development Centres.

A client assessment must be completed prior to admission to the program. Mandatory training and counselling sessions must be completed before and after business start up.

Financial Details

The maximum financing available through the program is \$15,000. Participants may enjoy an interest-free period of six to 36 months. The maximum loan repayment term is seven years. Interest is charged at a fixed rate of prime plus two percent and principal payments are based on cash flow projections and the nature of the project.

Training and counselling costs are paid by the program, to a maximum of \$2,000.

Loan applications are evaluated by community-based, private sector boards.

Application Details

Applications are accepted year-round at local Community Business Development Corporations. For metro Halifax applications, submit to the Centre for Entrepreneurship Education and Development (CEED) in Halifax.

Program Sponsor

Atlantic Canada Opportunities Agency

Contact Information

Young Entrepreneurs Connexion Hotline

Toll-free: 1-800-833-1829

Web site: www.acoa.ca/english/financial/capital.shtml

Young Entrepreneurs Going Places Conference

Program Details

This program is for persons between the ages of 10 and 30 who are young entrepreneurs or are interested in entrepreneurship.

The conference is an annual three-day event held in May. It offers young entrepreneurs the opportunity to network, learn and to showcase their talents. Seminars, workshops and keynote speakers make the conference a valuable learning experience. A trade show is held so participants can promote their products and services, while gaining hands-on experience in marketing and selling.

Financial Details

There is a \$100 registration fee that includes transportation within Nova Scotia, all sessions, meals and entertainment.

Application Details

Applications are accepted from mid-January to one month prior to the conference. As registration is limited, it is best to apply as early as possible at the Centre for Entrepreneurship Education and Development (CEED) office in Halifax or by registering on-line at www.ceed.ednet.ns.ca.

PROGRAM SPONSORS

Atlantic Canada Opportunities Agency, Nova Scotia Economic Development, Nova Scotia Department of Education, Human Resources Development Canada and the private sector

Contact Information

Young Entrepreneurs Going Places Conference Coordinator
Centre for Entrepreneurship Education and Development
Nova Scotia Department of Education
PO Box 578
Halifax, NS B3J 2S9

Tel: 902-424-5263
Fax: 902-424-0260
Toll-free: 1-800-590-8481
Web site: www.ceed.ednet.ns.ca

Young Entrepreneurs Small Business Loan Program

Program Details

This program is for Status Indians living on reserves in Nova Scotia and New Brunswick who are 34 years of age or younger. The program is designed to provide start-up financing to young entrepreneurs.

Assistance offered by the program includes

- ◆ financial planning
- ◆ business planning
- ◆ before and aftercare

Only businesses majority-owned by Status Indians are eligible for consideration under this program.

Financial Details

The maximum financing available under this program is \$5,000. All loans are life-insured.

Repayment of the loan is based on cash flow and the life expectancy of the asset being financed. The maximum repayment period is 10 years. Interest rate on loans range from 12.75 percent to 14.75 percent.

Applicants must meet an equity requirement of 10 percent of capital costs in order to be eligible for this program.

An application processing fee is charged on approved deals, at a rate of 1.5 percent of the approved loan.

Application Details

Applications are accepted year-round at Ulnooweg Development Group Inc.

PROGRAM SPONSORS

Ulnooweg Development Group Inc., Atlantic Canada Opportunities Agency, Provinces of Nova Scotia and New Brunswick and the private sector

Contact Information

Ulnooweg Development Group Inc.
139 Esplanade Street
PO Box 1259
Truro, NS B2N 5N2

Tel: 902-893-7379
Fax: 902-893-0353
Toll-free: 1-888-766-2376
Web site: www.ulnooweg.ca/young.html

Youth Entrepreneurial Skills Program (YES)

Program Details

This program is for persons 16 years of age and over who are interested in starting their own business. Applicants must be enrolled in full-time study at a high school, community college or university and must be planning to return to school in the fall.

This program helps students start and run a business for the summer. It is suitable for young entrepreneurs who need help in getting business ideas off the ground. The program provides assistance with:

- ◆ business set up
- ◆ operating costs
- ◆ business training (where necessary)

Participants must submit an application and a business plan for review by Nova Scotia Economic Development before May 30, in the year they wish to start their business.

Financial Details

The maximum financing available through this program is \$5000. Participants must repay the loan within the year, paying 25 percent of the loan by August 15 and the remainder by September 30. Loans are interest-free until September 30.

The program provides \$300 scholarships to successful participants, including four scholarship awards of \$1000 for the regional Young Entrepreneur of the Year and one \$2500 scholarship for the YES Entrepreneur of the Year.

Application Details

Applications are accepted by Nova Scotia Economic Development from early March to May 30 of the year the business is started. Application forms are available from Business Service Centres, schools, and Royal Bank branches across the province.

Program Sponsor

Nova Scotia Economic Development

Contact Information

YES Coordinator
Community Economic Development
Nova Scotia Economic Development
6th Floor WTCC, 1800 Argyle Street
PO Box 519
Halifax, NS B3J 2R7

Toll-free: 1-800-565-2009
Fax: 902-424-0508
E-mail: econ.ced@gov.ns.ca
Web site: www.gov.ns.ca/ecor/ced/yes/index.htm

Equity Programs

Aboriginal Policing/Diversity Management Summer Student Program

Program Details

This program is for youth between the ages of 18 and 25 who are Aboriginal students or students from racially visible groups, or who are receiving Social Assistance and studying in a university or community college.

Applicants must be:

- ◆ enrolled in full-time studies and returning to school in the fall
- ◆ of good character and pass an RCMP security clearance
- ◆ in possession of a valid, unrestricted Nova Scotia driver's license
- ◆ prepared to work shifts

This program offers applicants the opportunity to work in summer employment for a period of two months. Jobs run from July to August.

Successful applicants will have the opportunity to job shadow regular force members by riding along and assisting when requested. Students will be dressed in uniform and work as Supernumerary Special Constables with the powers of arrest. Students may also perform clerical duties in the detachment office.

Financial Details

While working in this program, youth earn minimum wage.

- ◆ Uniforms are supplied by the RCMP along with any additional required gear.
- ◆ Overtime is not paid during the course of employment.
- ◆ Applicants are responsible for their own relocation and lodging (room and board) expenses.

Application Details

Applications are accepted from April 1 to May 3 at any RCMP detachment.

Program Sponsor

Royal Canadian Mounted Police

Contact Information

Aboriginal Policing/Diversity Management Section
Royal Canadian Mounted Police
3139 Oxford Street
PO Box 2286, Station M
Halifax, NS B3J 3E1

Tel: 902-426-9245
Fax: 902-426-8845

Aboriginal Training Program in Museum Practices

Program Details

This program is for Aboriginal students who have completed either all or part of a post-secondary program in the fields of museology, arts or social sciences.

This program offers applicants the opportunity to work in internship positions at the Canadian Museum of Civilization for a period of eight months. Internships run from September to April.

The program offers professional and technical training in museum practices while providing the opportunity to work in both official languages.

Financial Details

Wages are paid in this program totalling \$13,000 for the internship period.

Application Details

Applications are accepted until March 15 of each year. The following should be submitted with the application:

- ◆ a résumé with permanent and current addresses, telephone numbers, academic background and employment history
- ◆ a one-page typed essay explaining why you're interested in doing an internship at the Museum and the area in which you would like to acquire knowledge and experience
- ◆ two letters of reference attesting to your previous experience and career goals in a museum or cultural heritage field. The letter should be from an Aboriginal community or organization, or an individual who occupies a position of responsibility

Program Sponsor

Canadian Museum of Civilization

Contact Information

Coordinator, Aboriginal Training Program in Museum Practices
Canadian Museum of Civilization
PO Box 3100, Station B
Hull, Quebec J8X 4H2

Tel: 819-776-8270

Fax: 819-776-7110

Web site: <http://www.civilization.ca/cmc/at/atproeng.html>

Articling Program

Program Details

This program is for law graduates who are eligible for admission to the Nova Scotia Barrister's Society.

- ◆ Applicants must have an L.L.B. Degree from a recognized institution.
- ◆ Preference is given to graduates of Dalhousie University Law school who were members of the Indigenous Black and Mi'kmaq program.

This program offers applicants the opportunity to work in term employment for a period of one year. Jobs run from June 1 to May 31 although there is flexibility.

Successful applicants will be exposed to all areas of legal practice to gain the skills necessary to pass the Nova Scotia bar admission course. Clerks perform legal research and assist department lawyers, as required.

Financial Details

While working in this program, youth earn \$775.28 bi-weekly.

Additional Details:

- ◆ The department pays the necessary fees for completing the Nova Scotia bar admission course and exam.
- ◆ Public legal education courses and other training are sponsored where useful or necessary.

Application Details

Applications are accepted in the fall prior to graduation, until April of the year in which the articling term begins at the Department of Justice.

- ◆ Officials recommend submitting applications as early as possible.

Program Sponsors

Nova Scotia Department of Justice and Nova Scotia Public Prosecution Service

Contact Information

Executive Director Legal Services
Legal Services
Nova Scotia Department of Justice
5151 Terminal Road
PO Box 7
Halifax, NS B3J 2L6

Tel: 902-424-3236
Fax: 902-424-4556

Black Internship Program (Nova Scotia)

Program Details

This program is for Black youth between the ages of 15 and 30 who are in a university, community college or high school.

- ◆ Applicants must be legally entitled to work in Canada.

This program offers applicants the opportunity to work in summer employment for a period of four to five months. Jobs run from April to September.

Successful applicants will work in positions that complement their area of study. Internships could be in such fields as finance, computer/information technology, human resources and administration.

Financial Details

While working in this program, youth earn between \$6.77 and \$18.06 per hour, based on academic background and completed years of study.

Additional Details:

- ◆ Travel, if required by the employer, will be reimbursed at Treasury Board rates.

Application Details

Applications are accepted year-round at local Human Resources Development Canada offices.

Program Sponsor

Human Resources Development Canada

Contact Information

Human Resources Development Canada

(See the Directory for a listing of HRDC Regional offices, page 148.)

First Nations and Indian Youth Work Experience Program

Program Details

This program is for First Nations and Inuit youth between the ages of 16 and 24 who live on reserve or in recognized communities and are out of school and unemployed.

This program offers applicants the opportunity to work in term employment for a period of six to nine months. Jobs start at various times throughout the year (based on project requirements).

Successful applicants will perform a variety of tasks, depending upon the position.

- ◆ Participants are provided with several weeks of classroom training in life skills, résumé preparation and work skills, prior to entering the workforce.
- ◆ A mentor assists participants with their transition to employment and with completing their work terms.
- ◆ Assessments occur on a regular basis.

Financial Details

While working in this program, youth earn minimum wage levels for the province in which they reside.

Application Details

Interested applicants should contact the employment offices of Indian or Innu Councils or the Labrador Inuit Association for more details.

- ◆ Applicants must go through Indian or Innu Band Councils or the Labrador Inuit Association to obtain placements and additional information.

Program Sponsor

Indian and Northern Affairs Canada

Contact Information

Visit the employment offices on Indian reserves, the Innu Council office or the office of the Labrador Inuit Association.

First Nations and Inuit Summer Student Career Placement

Program Details

This program is for First Nations and Inuit youth between the ages of 15 and 29 who are living on reserve or in recognized Innu or Inuit communities and studying at a university, community college or high school on a full-time basis.

Applicants must:

- ◆ have been full-time students during the previous academic year and be returning to full-time study in the fall
- ◆ be legally entitled to work in Canada and must not have a full-time summer job
- ◆ not be related to a director/senior officer of the employer

This program offers applicants the opportunity to work in summer employment for a period of up to three months. Jobs run from approximately June 1 to August 31.

Successful applicants will work in a variety of positions, depending upon the employer's needs.

- ◆ Applicants must be able to work a minimum of 30 hours per week.

Financial Details

While working in this program, youth earn minimum wage for the province in which they reside.

Application Details

Interested applicants should contact the employment offices of Indian and Inuit Councils or the Labrador Inuit Association for more details.

- ◆ Applicants must go through Indian and Innu Band Councils or the Labrador Inuit Association to obtain placements and additional information.

Program Sponsor

Indian and Northern Affairs Canada

Contact Information

Visit the employment offices on Indian reserves, the Innu Council office or the office of the Labrador Inuit Association.

Native Internship Program (National)

Program Details

This program is for youth between the ages of 15 and 30 who are Status and Non-Status Indians, Inuit and Métis students in a university, community college or high school.

Applicants must be:

- ◆ returning to full-time study in the fall
- ◆ legally entitled to work in Canada

This program offers applicants the opportunity to work in summer employment for a period of four to five months. Jobs run from April to September.

Successful applicants will work in positions that complement their area of study. Internships could be in such areas as finance, computer and information technology, human resources and administration.

Financial Details

While working in this program, youth earn between \$6.77 and \$18.06 per hour, based on academic background and completed years of study.

Additional Details:

- ◆ Travel, if required by the employer, will be reimbursed at Treasury Board rates.

Application Details

Applications are accepted year-round at local HRDC offices.

- ◆ Contact your local band council or community leader for more information on this program.

Program Sponsor

Human Resources Development Canada

Contact Information

Human Resources Development Canada

Youth Employment Strategy Info Line: 1-800-935-5555

(See the Directory for a listing of HRDC Regional offices, page 148.)

Rehabilitation Programs and Services (RPS)

Program Details

This program is for individuals between the ages of 16 and 65 who are disabled.

- ◆ To qualify, applicants must be eligible, and registered, under the Vocational Rehabilitation Program for Persons with Disabilities (VRDP) administered by the Department of Community Services.

This program offers applicants the opportunity to work in casual, term, part-time or full-time employment for a period of time that varies with the position. Jobs start at various times throughout the year (based on project requirements).

Successful applicants will perform a variety of tasks, depending on the program and the position.

- ◆ RPS administers a number of programs that help clients find work or gain work experience.

Financial Details

While working in this program, earnings are minimum wage or better, depending on the position and the applicant's experience.

- ◆ RPS provides wage subsidies and technical support to help people with vocational handicaps find work or attend appropriate training. Programs are tailored to the needs of clients, so that they can compete for jobs.

Application Details

Applications are accepted year-round at the Rehabilitation Programs and Services office.

- ◆ Office staff will help eligible candidates apply for jobs or will provide them with technical aids so that a workplace may be adapted to their special needs.

Program Sponsor

Nova Scotia Department of Education

Contact Information

Rehabilitation Programs and Services Coordinator
Adult Learning and Innovation
Nova Scotia Department of Education
2021 Brunswick Street
PO Box 578
Halifax, NS B3J 2S9

Tel: 902-424-6737
Fax: 902-424-0666
TDD/TDY: 902-424-7893 or 902-424-1895
Toll-free: 1-800-285-1197
Web site: www.ednet.ns.ca/educ/dept/train_fin.htm

Summer Employment Diversity Initiative Program

Program Details

This program is for Aboriginal students, students with disabilities, Black students and other racially visible students who attend a high school, community college or university.

- ◆ Applicants must be full-time students who will be returning to full-time study in the fall.
- ◆ Graduating high school students may also be eligible.

This program offers applicants the opportunity to work in summer employment for a period of four months. Jobs run from early May to early September.

Successful applicants will perform a variety of duties, depending on the position. All jobs are career-oriented in nature.

- ◆ Approximately 30 positions are available.

Financial Details

While working in this program, youth earn \$7.00 per hour.

Application Details

Applications are accepted from early January to mid-March at the Nova Scotia Department of Human Resources.

- ◆ Applicants are advised to send a résumé to departments of special interest.
- ◆ Applicants may apply directly through the Internet.

Program Sponsor

Nova Scotia Economic Development under the Provincial Employment Program (PEP), administered by the Nova Scotia Department of Human Resources

Contact Information

Summer Employment Diversity Initiative Program
Client Services Division, Diversity Management Unit
Nova Scotia Department of Human Resources
1700 Granville Street
PO Box 943
Halifax, NS B3J 2V9

Tel: 902-424-7660

Fax: 902-424-0611

Web site: www.gov.ns.ca/humr/dhr/dmu/program.htm

Summer Employment Mentorship Program for Female Students

Program Details

This program is for women who are in a university or community college who have an interest in non-traditional types of occupations where women are under-represented, including management, engineering, construction, geology, forestry and maintenance.

This program offers applicants the opportunity to work in summer employment for a period of four months. Jobs run from early May to early September.

Successful applicants will perform a variety of tasks, depending on the position. All jobs are career-oriented in nature.

- ◆ Each participant is matched with a female civil servant who serves as a role model and advisor, providing direction, career-oriented work experience and introductions to professional contacts.

Financial Details

While working in this program, earnings are \$7.00 per hour.

Application Details

Applications are accepted from early January to mid-March at the Department of Human Resources.

- ◆ Applicants are advised to send résumés directly to departments of particular interest.
- ◆ Applicants may also apply directly through the Internet.

Program Sponsor

Nova Scotia Economic Development under the Provincial Employment Program (PEP), administered by the Nova Scotia Department of Human Resources

Contact Information

Summer Employment Diversity Initiative Program for Female Students

Client Services Division, Diversity Management Unit

Nova Scotia Department of Human Resources

1700 Granville Street

PO Box 943

Halifax, NS B3J 2V9

Tel: 902-424-7660

Fax: 902-424-0611

Web site: www.gov.ns.ca/humr/dhr/dmu/program.htm

Women In Engineering and Sciences Program (WES)

Program Details

This program is for women between the ages of 18 and 30 who are enrolled in university studies.

Applicants must:

- ◆ be studying physics, science, engineering or mathematics
- ◆ have a high academic standing
- ◆ be full-time students who have completed their first undergraduate year
- ◆ be Canadian citizens or permanent residents, legally entitled to work in Canada

This program offers applicants the opportunity to work in part-time, summer or co-operative education work term employment. Successful applicants will become part-time employees of the National Research Council (NRC) and work their remaining summer and/or co-operative work terms in NRC labs for a period of up to three years.

Successful applicants will work with (NRC) professionals on research projects. They are assigned a mentor who provides guidance and advice.

- ◆ Each university in Canada can nominate up to three applicants for WES.
- ◆ Applicants must have two letters of recommendation from professors or department heads.
- ◆ Each year, 25 students are nominated to the program.

Financial Details

While working in this program, women earn \$10,000 (maximum) during the first year of employment.

Additional Details:

- ◆ Wages will not exceed \$11,000 during the second year and \$12,000 during the third year of employment.

Application Details

Applications must be submitted by October 15 at university campus placement or awards offices.

- ◆ Applications will **not** be accepted on-line for this program.
- ◆ Along with their application, applicants must forward a recent transcript, a résumé covering education and work experience, and a covering letter stating the reason for interest in the WES program.

Program Sponsor

National Research Council of Canada

Contact Information

Human Resources Branch
National Research Council of Canada
Bldg. M-58, Room W-112
Ottawa, ON K1A 0R6

Tel: 613-993-9134

Fax: 613-990-7669

TDD/TDY: operator assisted

Web site: <http://hr.nrc.ca:8080/HRB/CareerPg.nsf/StudE/WES>

Young Canada Works for Aboriginal Youth

Program Details

This program is for Aboriginal youth between the ages of 18 and 30 who are students in a university or community college.

Applicants must be:

- ◆ attending a post-secondary educational institution in September
- ◆ able to speak both English and French
- ◆ prepared to relocate to another part of the country for two to three months

This program offers applicants the opportunity to work in summer employment for a period of two to three months. Jobs run from May to September.

Successful applicants will perform various duties, depending upon the position. Jobs may be in such areas as heritage/cultural tourism, media and communications and business administration.

- ◆ Although the program is aimed at students, graduates may also apply.

Financial Details

While working in this program, youth earn a wage based on industry norms for the province of employment.

Additional Details:

- ◆ Help will be received for travel and accommodation costs if working in another region.

Application Details

Applications are accepted at various times throughout the year at local Human Resources Development Canada offices.

- ◆ Application forms are available at the Canadian Heritage web site.
- ◆ Applicants are encouraged to register with the National Graduate Register (www.WorkLinkNGR.com/).

Program Sponsor

Canadian Heritage

Contact Information

Human Resources Development Canada

Toll-free: 1-800-935-5555

(See the Directory for a listing of HRDC Regional offices, Web site: www.pch.gc.ca/ycw-jct/english/language.htm page 148.)

Young Canada Works for Urban Aboriginal Youth

Program Details

This program is for Aboriginal students between the ages of 16 and 24 who are in a university, community college or high school.

- ◆ Applicants must live in an urban area.

This program offers applicants the opportunity to work in summer employment for a period of one to four months. Jobs run from May to September.

Successful applicants will develop, supervise or manage activities within a Friendship Centre. Students may also be asked to assist, counsel or reach out to Aboriginal youth in the community or on the street.

Financial Details

While working in this program, youth earn a wage as determined by the Aboriginal Friendship Centre employing the student.

Application Details

Applications are accepted from January to May at Aboriginal Friendship Centres.

- ◆ When applying, send a résumé outlining education, work experience and contact information.
- ◆ Applicants must identify themselves as an Indian (status or non-status), Inuit or Métis.
- ◆ Applicants must indicate their age, if currently unemployed.

Program Sponsor

Canadian Heritage

Contact Information

Micmac Friendship Centre
2158 Gottingen Street
Halifax, NS B3K 3B4

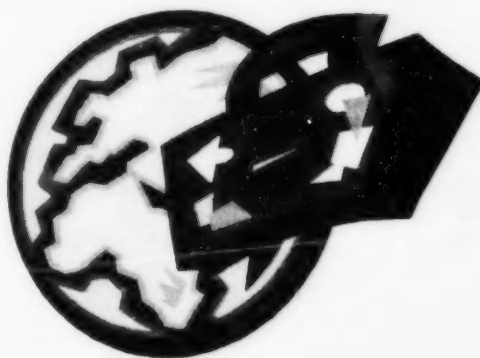
Tel: 902-420-1576

Fax: 902-423-6130

E-mail: nafcgen@nafc-aboriginal.com

Web site: www.pch.gc.ca/ycw-jct/english/aborigin.htm

International Work Opportunities



Canada-France Young Workers Exchange Program

Program Details

This program is for youth between the ages of 18 and 35 who are graduates of a university or community college.

- ◆ Preference will be given to applicants with a specialization in industry, commerce, science or technology.

Applicants must:

- ◆ speak French
- ◆ have at least one year's relevant work experience
- ◆ have a valid passport

This program offers applicants the opportunity to work in term employment for a period of six to 18 months. Jobs start at various times throughout the year, based on the employer's needs.

Successful applicants will work in positions related to their field of study. Positions depend upon the opportunities identified.

- ◆ The Embassy will hold applications for three months and attempt to find an appropriate placement. If unsuccessful, applicants may re-apply for another three-month period.
- ◆ Applicants may secure their own jobs related to their field of study. The Embassy or French Consulate in Canada will arrange for work permits when successful.

Financial Details

While working in this program, youth earn a wage, which depends upon the position obtained.

Additional Details:

- ◆ Travel expenses may be paid by the employer if negotiated as part of the job contract.
- ◆ Applicants are responsible for their own arrangements for travel, lodging and expenses.

Application Details

Applications are accepted year-round at the Embassy of France.

- ◆ Application should be made a few months before the intended departure date.
- ◆ Work permits may take up to three months to process after a job offer is made.
- ◆ The application form must be forwarded to the Embassy in French.

Program Sponsor

Embassy of France

Contact Information

Accord de stages France-Canada
Embassy of France
42 Sussex Drive
Ottawa, ON K1M 2C9

Tel: 613-562-3751
Fax: 613-562-3790
E-mail: consulat@amba-ottawa.fr
Web site: http://www.amba-ottawa.fr/en_index.htm

Canada-Germany Young Workers Exchange Program

Program Details

This program is for youth between the ages of 18 and 30 who are graduates of a university or community college. Applicants must have a specialization in industry, commerce, science or technology.

- ◆ Applicants must have a working knowledge of German and at least one year's work experience in their field of study.

This program offers applicants the opportunity to work in term employment for a period of six to 18 months. Jobs start at various times throughout the year, depending upon the employer's needs.

Successful applicants will work in positions related to their field of study. Positions depend upon the opportunities identified.

- ◆ The German Embassy sends the names of approved applicants to a labour placement service in Germany so that a job search can be conducted. However, applicants are also advised to seek employment on their own.

Financial Details

While working in this program, youth earn a wage, which depends upon the position obtained.

Additional Details:

- ◆ Travel costs may be borne by the employer if negotiated as part of the conditions of the offer of employment.
- ◆ Applicants are responsible for their own travel arrangements and expenses.
- ◆ Applicants who are not covered by medical and hospital insurance plans must obtain a plan prior to departure. The embassy can assist with these arrangements.

Application Details

Applications are accepted year-round at the Embassy of the Federal Republic of Germany.

Program Sponsor

Embassy of the Federal Republic of Germany

Contact Information

Culture Department
Embassy of the Federal Republic of Germany
1 Waverley Street
Ottawa, ON K2P 0T8

Tel: 613-232-1101

Fax: 613-594-9330

TDD/TDY: Use operator assistance

E-mail: 100566.2620@compuserve.com

Web site: <http://www.GermanEmbassyOttawa.org>

Canada-Netherlands Young Workers Exchange Program

Program Details

This program is for youth between the ages of 18 and 31 who are high-school graduates or are presently attending (or have graduated from) a university or community college.

- ◆ Knowledge of Dutch is an asset.

Applicants must:

- ◆ be Canadian citizens or permanent residents
- ◆ have graduated within the last year
- ◆ possess a valid passport

This program offers applicants the opportunity to work in term employment for a period of 10 weeks to 12 months. Jobs start at various times throughout the year, depending upon the employer's needs.

Agricultural/Horticultural component of the program
Those applicants with experience in the agricultural and/or horticultural fields will work in areas that focus on hands-on activities. Stichting Uitwisseling will seek employment for these applicants for a maximum of a one-year work term. Arrangements are made for them to board free with a host family.

Technical component of the program (commerce, science, technology, tourism, etc.)

Unfortunately, Stichting Uitwisseling does not offer placement assistance for this program. If you are successful in obtaining employment, Stichting Uitwisseling will arrange for a four-month work visa. This visa can be renewed three times for a total work period of 12 months. Participants are responsible for their own lodgings.

Financial Details

While working in the agricultural/horticultural component of this program, wages of approximately 125 Dutch guilders per week are paid.

Additional Details:

- ◆ Participants working in the agricultural/horticultural industry receive free room and board from host families involved in the program.
- ◆ Applicants are advised to obtain an international insurance plan for medical/hospital expenses.

Application Details

Applications are accepted year-round at the Stichting Uitwisseling.

- ◆ Applications should be received at least two months before the intended departure date.
- ◆ Applicants must provide a detailed résumé to Stichting Uitwisseling.
- ◆ Processing of work permits takes approximately four weeks to complete.

Program Sponsors

Private, non-profit organizations

Contact Information

Stichting Uitwisseling
(Agency for Youth Exchange and Agricultural Study Tours)
24 Goulding Crescent
Kanata, ON K2K 2N9

Tel: 613-599-6316
Fax: 613-599-9397
E-mail: Rosemieke@cyberus.ca
Web site: www.uitwisseling.nl

Canada-Switzerland Young Workers Exchange Program

Program Details

This program is for youth between the ages of 18 and 30 who have a post-secondary diploma or certificate from an institute of technology or equivalent educational institute or who are graduates of a university or community college.

Applicants must:

- ◆ be Canadian citizens
- ◆ have an adequate knowledge of German, French or Italian
- ◆ possess a post-secondary degree, diploma or technical certificate
- ◆ have either a written job offer from an employer in Switzerland or be ready to undertake the search of employment in Switzerland with the help of International Youth Experience (IYE)

This program offers applicants the opportunity to work in term employment for a period of four to 18 months. Jobs start at various times throughout the year, based on employer needs.

Positions depend upon the opportunities identified.

- ◆ IYE will assist candidates in their search by providing a list of potential employers, a letter of introduction to employers (clearly indicating that the candidate has access under the program to a work permit in Switzerland) and blank contract forms in the official languages of Switzerland.

Financial Details

While working in this program, youth earn a wage, which depends upon the position obtained. Wages must be equivalent to the going rate and conditions a young Swiss would obtain in the same circumstances.

- ◆ Applicants are responsible for making their own travel and living arrangements and the associated costs unless otherwise agreed with the employer.

Application Details

Applications are accepted year-round at International Youth Experience. There is a fee charged for this.

- ◆ Candidates should allow up to six months for an employment search. When a written job offer and documented application are received at IYE, it can take four to eight weeks for a Swiss work permit to be issued.

Program Sponsor

International Youth Experience

Contact Information

International Youth Experience
12 Laval Street
Aylmer, PQ J9H 1C5

Tel: 819-684-9212
Fax: 819-684-5630
E-mail: j.larochelle@experience.qc.ca
Web site: www.experience.qc.ca

Environmental Youth Exchange (EYE) Program

Program Details

This program is for Nova Scotian youth between the ages of 21 and 24, who are interested in global environmental issues.

- ◆ Strong teamwork and communications skills are essential
- ◆ Applicants must have a family willing and able to host a St. Lucian youth for nine weeks in the summer.

This program offers applicants the opportunity to work in term employment for a period of five months. Jobs run from late June to the end of November.

Successful applicants will work on community environmental projects in both Nova Scotia and St. Lucia. Participants are required to present workshops on environmental issues in both countries.

- ◆ Four Nova Scotians will be accepted in 2000.
- ◆ EYE participants attend an orientation session to familiarize themselves with program policies, time lines and cultural adaption.
- ◆ *All positions are tentative, pending receipt of funding.*

Financial Details

While working in this program, youth receive a modest pocket allowance and an honorarium upon completion of the program.

Additional Details:

- ◆ All travel and accommodation expenses are covered by the program. Host families are provided with financial assistance for housing and feeding an exchange participant.

Application Details

Applications are due on March 24, 2000 at the Nova Scotia Youth Conservation Corps office.

Program Sponsors

Nova Scotia Department of the Environment,
Canadian Crossroads International and
Government of St. Lucia

Contact Information

Nova Scotia Youth Conservation Corps Coordinator
Environmental Support Services
Nova Scotia Department of the Environment
5151 Terminal Road
PO Box 2107
Halifax, NS B3J 3B7

Tel: 902-424-4924
Fax: 902-424-3571
E-mail: nsycc@gov.ns.ca
Web site: www.gov.ns.ca/envi/dept/ess/ycc/employ.htm

International Trade Development

Program Details

This program is for students in an MBA program.

- ◆ Applicants must be in their first year of study.

This program offers applicants the opportunity to work in a summer internship for a period of three months. Jobs run from May to August.

Successful applicants will work in a Canadian consulate or a foreign mission conducting market research or preparing sector reports and gathering market intelligence to assist Atlantic Canadian companies with export trade and growth.

- ◆ A maximum of seven students from Atlantic Canada may be posted abroad.

Financial Details

While working in this program, earnings are \$5,900 for the three-month period.

Additional Details:

- ◆ An allowance towards living costs (room and board expenses) will be provided.
- ◆ Travel, relocation expenses, medical insurance coverage, visas and vaccination costs are covered by the program.

Application Details

Applications are accepted January and February at the Dean's (MBA program) office, international studies offices on campus or through the contact name listed on notices posted at universities offering an MBA program.

- ◆ For general information about the program, please contact the Atlantic Canada Opportunities Agency.

Program Sponsor

Atlantic Canada Opportunities Agency

Contact Information

Trade Development Officer
Atlantic Canada Opportunities Agency
1801 Hollis Street, Suite 1600
Halifax, NS B3J 3C8

Tel: 902-426-6792
Fax: 902-426-2054
TDD/TDY: operator assisted
Toll-free: 1-800-565-1228
E-mail: jmullen@acoa.ca

International Youth Internship Program

Program Details

This program is for university or community college graduates between the ages of 19 and 30.

Applicants must:

- ◆ be Canadian citizens and eligible to work in Canada
- ◆ be unemployed or under-employed (working in a job that does not allow them to use their academic training)
- ◆ have a basic knowledge of a foreign language or be prepared to learn one
- ◆ agree to meet the objectives of the internship and to share in some of the costs of the internship

This program offers applicants the opportunity to work on development activities for a period of six to 12 months. Jobs start at various times throughout the year, based on employer needs.

Successful applicants will work in a variety of jobs, depending upon project requirements.

- ◆ Internships generally include a minimum of three months working in Asia, Latin America or Africa.
- ◆ Upon returning to Canada, the employer will support the intern's efforts to find a career-related job.

Financial Details

While working in this program, youth receive a living allowance and help with expenses. Financial conditions may vary, depending whether the employer is private sector, non-government organization or an educational or United Nations institution.

Application Details

Applications are accepted at various times throughout the year based on the employer's needs. Applications should be delivered to the National Graduate Register or to individual employers.

- ◆ Information on internships for 2000 should appear on the Canadian International Development Agency (CIDA)'s web site by late April. It will be updated weekly after this date.
- ◆ Employers recruit interns directly, so it is essential to check the web site on a regular basis.
- ◆ For more information about employment opportunities, contact the employer directly.

Program Sponsors

Canadian International Development Agency through funding from the Youth Employment Strategy, developed by Human Resources Development Canada

Contact Information

International Development Research Centre
Centre Training and Awards Unit
PO Box 8500
Ottawa, ON K1G 3H9

Tel: 613-236-6163 ext. 2098

Fax: 613-563-0815

Web site: <http://www.idrc.ca/awards/einternsh.htm>

For a direct link to the CIDA recruitment web page, go to the *International Youth Internship Program Link* on the YERG web site page at www.ceed.ednet.ns.ca

Junior Professional Officers (JPO) Program

CANDIDATE PROFILE

This program is for youth between the ages of 18 and 30 who are university graduates with a Master's degree in economics, sociology, private/public sector management, anthropology or development studies.

- ◆ Applicants must be Canadian citizens and under 30.
- ◆ Experience in developing countries or non-government organizations is an asset.
- ◆ Written and spoken proficiency in two of the United Nation's three working languages (English, French, Spanish) is a definite asset, and in some cases, required.

This program offers applicants the opportunity to work in term employment for a period of one year with the possibility of an additional year extension. Jobs start at various times throughout the year, based on the employer's needs.

Successful candidates will work for United Nations (UN) Development Agencies at their field offices in developing countries. They will administer and coordinate projects and act as liaison between local authorities, regional offices and headquarters.

- ◆ There is tremendous competition for these positions.
- ◆ A separate application form must be completed for each organization hiring a JPO.
- ◆ Employees are recognized as international civil servants and employees of the UN.
- ◆ At the assignment's end, there is **no** guarantee of employment with the UN or Canadian International Development Agency.

Financial Details

While working in this program, youth earn entry-level UN professional staff wages. Wage rates are based on academic degree, posting and other qualifications.

- ◆ Costs associated with post allowances, transportation, etc., are paid for by the Canadian International Development Agency.

Application Details

Applications are accepted at various times throughout the year and must be sent directly to each UN organization except for the UNDP JPO Program. Send UNDP JPO applications directly to:

UNDP JPO Program
c/o Policy, Planning and Management Division
Multilateral Programs Branch, CIDA
200 Promenade du Portage
Hull, Quebec K1A 0G4

For a current listing of recruiting organizations and any application deadlines, please see information on the CIDA website.

Program Sponsors

Canadian International Development Agency
and the United Nations

Contact Information

Public Inquiries
Communications Branch
Canadian International Development Agency
200 Promenade du Portage
Hull, PQ K1A 0G4

Tel: 819-997-5006
Fax: 819-953-6088
Toll-free: 1-800-230-6349
TDD/TDY: 819-953-5023
E-mail: Info@acdi-cida.gc.ca
Web site: www.acdi-cida.gc.ca

Workstudent Program (Germany)

Program Details

This program is for youth between the ages of 18 and 30 who are students in a university or community college.

- ◆ Applicants must have at least two years of German to ensure adequate communication. (In most instances, little or no English will be spoken in the places visited.)
- ◆ Applicants will work throughout the months of June and July.

This program offers applicants the opportunity to work in term employment for a period of two months. Jobs run from June 1 to July 31.

Successful applicants will work primarily in the hotel and restaurant industry.

- ◆ Four weeks of the term are designated for independent travel, allowing students to improve their German language skills.
- ◆ Bilingual services are available.

Financial Details

While working in this program, youth earn wages appropriate to the position obtained.

Additional Details:

- ◆ A travel subsidy may be available. Subsidy amounts vary, depending upon grants received by the Canadian Association of University Teachers of German (CAUTG) from the German government.

Application Details

The deadline for applications is November 30 at the university German Studies department.

- ◆ Applications **must** be made through the German Studies departments of CAUTG member universities.
- ◆ The final decisions about applications are made by Manpower in Germany.

Program Sponsors

Canadian universities, and by members of the Canadian Association of University Teachers of German

Contact Information

Prof. Donald MacRae
Department of Germanic and Slavic Studies
Brock University
St Catharines, ON L2S 3A1

Tel: 905-688-5550, ext 3312
Fax: 905-688-5550 (pause)ext 4420
E-mail: dmacrae@spartan.ac.brocku.ca
Web site: www.brocku.ca

Young Canada Works Internationally

Program Details

This program is for youth under the age of 30 who are graduates of a university or community college.

Applicants:

- ◆ must be unemployed or under-employed
- ◆ must be willing to live and work abroad
- ◆ must be comfortable working in a foreign cultural environment
- ◆ must demonstrate some fluency in another language
- ◆ may need to speak English and French

This program offers applicants the opportunity to work in internship employment for a period of six to 12 months. Jobs start at various times throughout the year (based on project requirements).

Successful applicants will engage in a variety of projects, including cultural and heritage-tourism promotion, and virtual exhibitions on the Internet.

- ◆ Interns work with established companies or with foreign organizations engaged in international activities.
- ◆ Interns are recruited to work anywhere in the world. Certain locations are excluded for safety and security reasons.

Financial Details

While working in this program, youth earn a wage, which varies from project to project.

Additional Details:

- ◆ Expenses will also be paid by the employer.
- ◆ Expenses covered by the employer vary from project to project.

Application Details

Applications are accepted year-round at the National Graduate Register or at the Canadian Heritage web site.

- ◆ Information about this program may also be obtained from the Youth Line.

Program Sponsor

Canadian Heritage

Contact Information

Canadian Heritage

Youth Information Line: 1-800-935-5555

Canadian Heritage web site: www.pch.gc.ca/ycw-jct/english/grads.htm

National Graduate Register web site: <http://www.WorkLinkNGR.com/>

Youth International Internship Program

Program Details

This program is for unemployed or under-employed Canadian Citizens and permanent residents, usually under 30 years of age.

Applicants must:

- ◆ be legally eligible to work in Canada
- ◆ have a genuine interest in permanently entering the work force and launching an international career
- ◆ be participating for the first time in an internship of the Youth Employment Strategy

This program offers applicants the opportunity to work in internship employment for a period of six to 12 months. Jobs start at various times throughout the year (based on project requirements).

Successful applicants will perform a variety of tasks, depending upon the position.

- ◆ Internships are divided into three categories: Trade, Global Issues and Values and Culture.

Financial Details

While working in this program, youth earn a living allowance, which may vary according to the particular internship.

Application Details

Eligible youth apply directly to the implementing organizations that have active projects in the Youth International Internship Program.

- ◆ To obtain a list of participating organizations with projects underway, please call the toll-free number listed below or visit the web site.
- ◆ Applications are accepted by implementing organizations, only as long as they have available internships.

Program Sponsor

Canadian Department of Foreign Affairs and International Trade

Contact Information

individual employers found on DFAIT web site

Tel: Toll-free: 1-800-559-2888

Web site: www.dfait-maeci.gc.ca/interns/

en français: www.dfait-maeci.gc.ca/stagiaires/

Directory

**Business Development Bank of Canada
Nova Scotia Regional Branches**

Bridgewater Regional Office
450 LaHave Street
Eastside Plaza
PO Box 540
Bridgewater, NS B4V 2X6

Telephone: 902-527-5501
Fax: 902-527-5611

Sydney Regional Office
225 Charlotte Street
Sydney, NS B1P 1C4

Telephone: 902-564-7700
Fax: 902-564-3975

Halifax Regional Office
Cogswell Tower
Suite 1400, Scotia Square
Halifax, NS B3J 2Z7

Telephone: 902-426-7850
Fax: 902-426-6783

Truro Regional Office
622 Prince St.
PO Box 1378
Truro, NS B2N 5N2

Telephone: 902-895-6377
Fax: 902-893-7957

Business Service Centres

Amherst
Cumberland Economic Resource Centre
35 Church Street
PO Box 458
Amherst, NS B4H 4A1

Telephone: 902-667-3223
Fax: 902-667-2270

Antigonish
20 St. Andrews Street
Antigonish, NS B2G 2H1

Telephone: 902-863-7380
Fax: 902-863-7477
Guysborough: 902-533-2770
Canso: 902-366-2525
Sherbrooke: 902-522-2049
Mulgrave: 902-747-2243

Bridgewater
77 Dufferin Street
Bridgewater, NS B4V 3W8

Telephone: 902-543-0515
Fax: 902-543-0599
Liverpool: 902-354-2616
Shelburne: 902-875-1133

Halifax
Canada/NS Business Service Centre
1575 Brunswick Street
Halifax, NS B3J 2G1

Telephone: 902-426-1227
Toll free in NS: 1-800-668-1010
Fax: 902-426-6530
Sackville: 902-869-4040
Sheet Harbour: 902-885-2773

Hants Regional Development Authority
Box 13
Elmsdale, NS B0N 1M0

Telephone: 902-883-3338
Fax: 902-883-3024

Kentville
28 Aberdeen Street, Suite 2
Kentville, NS B4N 2N1

Telephone: 902-679-6116
Fax: 902-679-6094
Cornwallis Park: 902-638-8602
Middleton: 902-825-4545
Bridgetown: 902-665-4083
Windsor: 902-798-6961

New Glasgow
980 East River Road
PO Box 1021
New Glasgow, NS B2H 5N8

Telephone: 902-755-7040
Fax: 902-755-4018

Port Hawkesbury
32 Paint Street
PO Box 219
Port Hawkesbury, NS B0E 2V0

Telephone: 902-625-3200
Fax: 902-625-3069

Sydney
338 Charlotte Street, 1st Floor
Sydney, NS B1P 1C8

Telephone: 902-563-2070
Fax: 902-563-0500
Cheticamp: 902-224-3349

Business Service Centres - continued

Truro

35 Commercial Street, Suite 101

Truro, NS B2N 3H9

Telephone: 902-893-6150

Fax: 902-893-6108

Yarmouth

Centre Town Square, Suite 10

328 Main Street

Yarmouth, NS B5A 1E4

Telephone: 902-742-8404

Fax: 902-742-0019

Church Point: 902-769-3265

Digby: 902-245-2412

Barrington: 902-637-2847

Canada Business Development Centres (CBDC) Nova Scotia

Rupert Williams, Chairman
Mark Walsh, General Manager
Shelburne County Business Development Centre Limited
PO Box 189, Enterprise Square
Shelburne, NS B0T 1W0

Phone: 902-875-1133
Fax: 902-875-4199
Email: scbdc@atcon.com

Norma Kennedy, President
Gary Keating, Executive Director
Blue Water Business Development Corporation Ltd.
PO Box 240
Sheet Harbour, NS B0J 3B0

Phone: 902-885-2773
Fax: 902-885-2417
Email: bwbdc@north.nsis.com

Don MacKenzie, Chairman
Krista Harding, General Manager
South Shore Opportunities Limited
PO Box 1204
Liverpool, NS B0T 1K0

Phone: 902-354-2616
Fax: 902-354-7355
Email: qbdc@atcon.com

Doug Maddison, Chairperson
Arnot Coish, Executive Director
Cumberland Development Corporation Ltd.
PO Box 487
Amherst, NS B4H 4A1

Phone: 902-667-5700
Fax: 902-667-2270
Email: cum_devc@fox.nstn.ca

George Freer, Chairman
Basil Ryan, Executive Director
Guysborough County Business Development Centre Limited
PO Box 199
Guysborough, NS B0H 1N0

Phone: 902-533-2770
Fax: 902-533-2064
Email: guysbdc@atcon.com

Murray Marshall, Chairman
Monty Snider, General Manager
Growth Opportunities Limited
PO Box 160
Digby, NS B0V 1A0

Phone: 902-245-6166
Fax: 902-245-5011
Email: growth@ns.sympatico.ca

Larry Swenson, Chairman
Ron O'Brien, Executive Director
Northern Opportunities for Business Limited
PO Box 817
New Glasgow, NS B2H 5K7

Phone: 902-752-7402
Fax: 902-752-8856
Email: noblp@auracom.com

Bill Regan, Chairman
Ken Crichton, Executive Director
Hants-Kings Business Development Centre Limited
PO Box 2788
Windsor, NS B0N 2T0

Phone: 902-798-5717
Fax: 902-798-0464
Email: hantsbdc@ns.sympatico.ca

CBDCs: Nova Scotia - continued

Jan Coulter, Chairman
Elizabeth Rice, Manager
Annapolis Ventures Limited
PO Box 478
Bridgetown, NS B0S 1C0

Phone: 902-665-2635
Fax: 902-665-2769
Email: avltd@fox.nstn.ca

Bruce Johnson, Chairman
Barabara Hubbard, Manager
Yarmouth Regional Business Corporation Limited
PO Box 607
Yarmouth, NS B5A 4B6

Phone: 902-742-5364
Fax: 902-742-1027
Email: bhubbard@gov.ns.ca

Enterprise Cape Breton Corporation CBDCs

Mrs. Sheila Gillis, Chairperson
Patricia MacNeil, Manager
Coastal Business Opportunities Incorporated
338 Charlotte Street
Sydney, NS B1P 1C8

Phone: 902-539-4332
Fax: 902-562-1016
Email: pmacneil@ecbc.ca

Robert Francis, Chairman
Bruce MacDonald, Executive Director
Northside Economic Development Assistance Corporation
PO Box 99
Sydney Mines, NS B1V 2Y4

Phone: 902-736-6211
Fax: 902-736-6212
Email: nedac@atcon.com

Don Cornell, Chairman
Perry Chandler, Executive Director
Inrich Business Development Centre Limited
PO Box 600
Inverness, NS B0E 1N0

Phone: 902-258-3698
Fax: 902-258-3689
Email: inrich@atcon.com

Human Resources Development Canada (HRDC)
Human Resource Centres for Students in Nova Scotia

Amherst Office
15 Victoria Street East
Amherst, NS B4H 1X4

Phone: 902-661-6618
Fax: 902-661-6637

Antigonish Office
2nd Floor, Federal Building
325 Main Street
Antigonish, NS B2G 2C3

Phone: 902-863-7037
Fax: 902-863-7053

Bedford Office
2nd Floor, Royal Bank Building
1597 Bedford Highway
Bedford, NS B4A 3Z8

Phone: 902-426-1945
Fax: 902-426-5552

Bridgewater Office
Human Resources Centre of Canada
77 Dufferin Street
PO Box 3100
Bridgewater, NS B4V 3J1

Phone: 902-527-5511
Fax: 902-527-5570

Dartmouth Office
114 Woodlawn Road
PO Box 2400, DEPS
Dartmouth, NS B2W 4A5

English: 902-426-1945
French: 902-426-1895
Fax: 902-426-7301

Digby Office
Evangeline Mall
84 Warwick Street, PO Box 1540
Digby, NS B0V 1A0

Phone: 902-245-4781
Fax: 902-245-6226

Glace Bay Office
633 Main Street, Suite 201
Glace Bay, NS B1A 6J3

Phone: 902-842-2414
Fax: 902-842-2655

Guysborough Office
Chedabucto Centre
9996 Hwy 16, PO Box 230
Guysborough, NS B0H 1N0

Phone: 902-533-2119
Fax: 902-533-3822

HRDC Offices - continued

Halifax Office
2nd Floor, Mumford Tower II
Halifax Shopping Centre
7001 Mumford Road
PO Box 1800
Halifax, NS B3J 3Y1

English: 902-426-1945
French: 902-426-1895
Fax: 902-426-7641

Inverness Office
15926 Central Ave.
PO Box 520
Inverness, NS B0E 1N0

Phone: 1-800-589-9431
Fax: 902-258-3036

Kentville Office
495 Main Street, Suite 1
Kentville, NS B4N 3W5

Phone: 902-679-5517
Fax: 902-679-5786

New Glasgow Office
340 East River Road
New Glasgow, NS B2H 3P7

Phone: 902-755-7845
Fax: 902-755-7814

North Sydney Office
105 King Street
North Sydney, NS B2A 3S1

Phone: 902-794-5877
Fax: 902-794-5724

Port Hawkesbury Office
Chediac Shopping Centre
Reeves Street
PO Box 699
Port Hawkesbury, NS B0E 2V0

Phone: 902-625-4518
Fax: 902-625-4137

Shelburne Office
(branch of HRDC Yarmouth)
Loyalist Plaza
218 Water Street
PO Box 819
Shelburne, NS B0T 1W0

Phone: 902-742-6896
Fax: 902-875-3505

Sydney Office
Commerce Towers
15 Dorchester Street
Sydney, NS B1P 5Y9

Phone: 902-564-7214
Fax: 902-564-3651/7104

Truro Office
60 Lorne Street
Truro, NS B2N 3K3

Phone: 902-893-0047
Fax: 902-893-0075

HRDC Offices - continued

Windsor Office
176 Water Street
PO Box 2760
Windsor, NS B0N 2T0

Local area: 902-798-4447
Fax: 902-798-5816

Yarmouth Office
13 Willow Street
PO Box 249
Yarmouth, NS B5A 4B2

Phone: 902-742-6896
Fax: 902-742-3107

Nova Scotia Department of Community Services Employment Support Services

Alderney Gate District Office
Dartmouth Ferry Terminal Building
88 Alderney Drive
PO Box 857
Dartmouth, NS B2Y 3Z5

Phone: 902-424-1600
Fax: 902-424-1629

Annapolis District Office
PO Box 39
Municipal Building
St. George Street
Annapolis Royal, NS B0S 1A0

Phone: 902-532-2337
Fax: 902-532-5858

Antigonish District Office
325 Main Street
Antigonish, NS B2G 1C3

Phone: 902-863-3213
Fax: 902-863-7053

Colchester District Office
PO Box 950
60 Lorne Street
Truro, NS B2N 3K3

Phone: 902-893-5950
Fax: 902-893-5609

Cole Harbour District Office
Cole Harbour Place
51 Forest Hills Parkway
PO Box 1
Dartmouth, NS B2W 6C6

Phone: 902-435-7472
Fax: 902-462-5527

Cumberland District Office
PO Box 399
24 Crescent Avenue
Amherst, NS B4H 3Z5

Phone: 902-667-3336
Fax: 902-667-1594

Dartmouth District Office
Dartmouth Professional Centre, Suite 100
277 Pleasant Street
Dartmouth, NS B2Y 4B7

Phone: 902-424-3298
Fax: 902-424-0625

Digby District Office
PO Box 399
84 Warwick Street
Digby, NS B0V 1A0

Phone: 902-245-5811
Fax: 902-245-4121

Employment Support Centre
114 Woodlawn Road, PO Box 2400
Dartmouth, NS B2W 4A5

Phone: 902-464-6200
Fax: 902-464-6645

Employment Support Services - continued

Glace Bay District Office
Senator's Place, 3rd Floor
633 Main Street
Glace Bay, NS B1A 4X9

Phone: 902-842-4000
Fax: 902-842-4067

Guysborough District Office
PO Box 90, Chedabucto Mall
Guysborough, NS B0H 1N0

Phone: 902-533-4007
Fax: 902-533-3822

Halifax District Office
Employment Support
PO Box 2561
Halifax, NS B3J 3N5

Phone: 902-424-4150
Fax: 902-424-0578

Hants District Office
PO Box 2350
1469 Kings Street
Windsor, NS B0N 2T0

Phone: 902-798-8319
Fax: 902-798-6605

Kings District Office
76 River Street
Kentville, NS B4N 1G9

Phone: 902-678-6176
Fax: 902-679-0522

Lakeside Office
1492 St. Margaret's Bay Road
PO Box 190
Lakeside, NS B3T 1M6

Phone: 902-876-0580
Fax: 902-424-8111

Lunenburg District Office
Suite 105, Provincial Building
99 High Street
Bridgewater, NS B4V 1V8

Phone: 902-543-5527
Fax: 902-543-6186

New Glasgow District Office
7 Campbell's Lane
PO Box 488
New Glasgow, NS B2H 5E5

Phone: 902-755-5950
Fax: 902-755-3631

North Sydney District Office
265 Commercial Street
North Sydney, NS B2A 1B9

Phone: 902-794-5110
Fax: 902-794-5171

Employment Support Services - continued

Port Hawkesbury District Office
PO Box 359, Provincial Bldg.
MacSween Street
Port Hawkesbury, NS B0E 2V0

Phone: 902-625-0660
Fax: 902-625-4021

Queens District Office
PO Box 1360
301 Henry Hensey Drive
Liverpool, NS B0T 1K0

Phone: 902-354-2771
Fax: 902-354-7460

Sackville District Office
Employment Support
Cobequid Multi-Service Centre
70 Memory Lane
Sackville, NS B4C 2J3

Phone: 902-869-3600
Fax: 902-869-3666

Sheet Harbour Office
PO Box 52
Sheet Harbour, NS B0J 3B0

Phone: 902-885-2974
Fax: 902-885-3497

Shelburne District Office
PO Box 9
Barrington, NS B0W 1E0

Phone: 902-637-2335
Fax: 902-637-2137

Sydney District Office
Provincial Building
360 Prince Street
Sydney, Nova Scotia B1P 5L1

Phone: 902-563-3302
Fax: 902-563-0516

Yarmouth District Office
10 Starrs Road
Yarmouth, NS B5A 4B4

Phone: 902-742-0720
Fax: 902-742-0747

Nova Scotia Department of Natural Resources
Local Offices

Antigonish
190 Beech Hill
RR #7
Antigonish, NS B2G 2L4

Phone: 902-863-4513
Fax: 902-863-7342
E-mail: dnrantig@auracom.com

Baddeck
Provincial Building
PO Box 610
Baddeck, NS B0E 1B0

Phone: 902-295-2554
Fax: 902-295-2675
E-mail: dnrbdk@atcon.com

Belmont
RR #1 Belmont
Colchester Co., NS B0M 1C0

Phone: 902-662-3030
Fax: 902-662-2160

Bible Hill
626 College Road
Bible Hill, NS B2N 2R2

Phone: 902-893-5620
Fax: 902-893-5613

Bridgewater
Provincial Building
99 High Street
Lunenburg County, NS B4V 1V8

Phone: 902-543-8167
Fax: 902-543-6157/0624

Coxheath
300 Mountain Road
Sydney, NS B1L 1A9

Phone: 902-563-3370
Fax: 902-567-2535
E-mail: nsdnrcox@atcon.com

Debert
Tree Breeding Centre
228 Lancaster Cres., PO Box 190
Debert, NS B0M 1G0

Phone: 902-662-3300
Fax: 902-662-3066

Digby
RR #1, 1632 Ridge Road
Barton, NS B0W 1H0

Phone: 902-245-2164/5232
Fax: 902-245-4600

Guysborough
PO Box 50, 16 Hwy
Guysborough, NS B0H 1G0

Phone: 902-533-3503
Fax: 902-533-2307
E-mail: dnrgruys@auracom.com

Halifax
Founders Square
1701 Hollis Street
PO Box 698
Halifax, NS B3J 2T9

Phone: 902-424-5935
Fax: 902-424-7735
E-mail: dnrweb@gov.ns.ca

Natural Resources Local Offices - continued

Kentville
Provincial Building
136 Exhibition Street
Kentville, NS B4N 4E5

Phone: 902-679-6097
Fax: 902-679-6176

Lawrencetown
108 Elliot Road, PO Box 130
Lawrencetown, NS B0S 1M0

Phone: 902-584-2229
Fax: 902-584-3685

McLellan's Brook
Pictou County Area Office
459 Coalburn Rd., PO Box 457
New Glasgow, NS B2H 5E5

Phone: 902-752-3181 or 922-3310
Fax: 902-922-2852

Middle Musquodoboit
12086 #224 Hwy, PO Box 112
Middle Musquodoboit, NS B0N 1X0

Phone: 902-384-2290
Fax: 902-384-3191

Milton
522 Main Street, PO Box 190
Milton, NS B0T 1P0

Phone: 902-354-3462
Fax: 902-354-7108

Musquodoboit Harbour
40 Riverside Ave., PO Box 190
Musquodoboit Harbour, NS B0J 2L0

Phone: 902-889-2332
Fax: 902-889-2427

Musquodoboit Valley Forestry Complex
PO Box 100
Middle Musquodoboit, NS B0N 1X0

Phone: 902-384-3420
Fax: 902-384-3363

Oxford
4917 Main Street, PO Box 130
Oxford, NS B0M 1P0

Phone: 902-447-2115
Fax: 902-447-2630

Parrsboro
209 Advocate Hwy, PO Box 428
Parrsboro, NS B0M 1S0

Phone: 902-254-3241
Fax: 902-254-3345

Sheet Harbour
91 Shore Rd, PO Box 118
Sheet Harbour, NS B0J 3B0

Phone: 902-885-2377
Fax: 902-885-3249

Shelburne
PO Box 369
Shelburne, NS B0T 1W0

Phone: 902-875-2501
Fax: 902-875-8647

Natural Resources Local Offices - continued

Shubenacadie (Forest Protection) 43 Creighton Rd., PO Box 130 Shubenacadie, NS B0N 2H0	Phone: 902-758-2232 Fax: 902-758-3210 nsforprt@fox.nstn.ca
Shubenacadie (Hants East District Office) PO Box 130, Old #2 Hwy Shubenacadie, NS B0N 2H0	Phone: 902-758-3437 Fax: 902-758-3210
Shubenacadie (Air Services) Provincial Depot 43 Creighton Rd., PO Box 130 Shubenacadie, NS B0N 2H0	Phone: 902-758-3438 Fax: 902-758-3355
St. Peter's Provincial Building 10258 Grenville St., PO Box 363 St. Peter's, NS B0E 3B0	Phone: 902-535-2032 Fax: 902-535-3493 E-mail: spdnrah@atcon.com
Stellarton 105-109 Acheron Court, PO Box 999 Stellarton Industrial Park Stellarton, NS B0K 1S0	Phone: 902-752-4842 Fax: 902-755-7186 E-mail: corelib@fox.nstn.ca
Stillwater RR #2 Guysborough County, NS B0H 1E0	Phone: 902-522-2024/2097 Fax: 902-522-2417 E-mail: dnrstill@atcon.com
Truro 523 Prince Street, PO Box 68 Truro, NS B2N 5B8	Phone: 902-893-5651 Fax: 902-893-5662
Tusket (Yarmouth) 404 Gavel Road, PO Box 99 Tusket, NS B0W 3M0	Phone: 902-648-3540 Fax: 902-648-3548
Waverley 2115 Portobello Road, Box 23, Site 2, RR # 1 Waverley, NS B0N 2S0	Phone: 902-861-2560 Fax: 902-861-1872
Whycocomagh 9733 Park Road, PO Box 130 Whycocomagh, NS B0E 3M0	Phone: 902-756-2339/2298/2895 Fax: 902-756-3159 E-mail: dnrwhy@atcon.com
Windsor 55 Wentworth Road, PO Box 190 Windsor, NS B0N 2T0	Phone: 902-798-2016/2796 Fax: 902-798-5096

Regional Development Authorities

Antigonish Regional Development Authority
20 St. Andrews Street
Antigonish, NS B2G 2H1

Telephone: 902-863-3330
Fax: 902-863-4095
E-mail: arda@ns.sympatico.ca

Cape Breton County Economic Development
Authority
338 Charlotte Street, 3rd Floor
Sydney, NS B1P 1C8

Telephone: 902-562-2201
Fax: 902-562-2866
E-mail: eoldford@ecbc.ca

Colchester Regional Development Agency
966 Prince Street
PO Box 181
Truro, NS B2N 5C1

Telephone: 902-893-0140
Fax: 902-897-1157
E-mail: corda@north.nsis.com

Cumberland Regional Economic Development
Association
35 Church Street
PO Box 546
Amherst, NS B4H 4A1

Telephone: 902-667-3638
Fax: 902-667-2270
E-mail: creda.net@atcon.com

Greater Halifax Partnership
1969 Upper Water Street, Purdy's Wharf Tower II,
Suite 1301
Halifax, NS B3J 3R7

Telephone: 902-490-6000
Fax: 902-490-6010
E-mail: mjmacdon@greaterhalifax.com

Guysborough County Regional Development
Authority
46 Main Street
PO Box 49
Guysborough, NS B0H 1N0

Telephone: 902-533-3731
Fax: 902-533-2064
E-mail: guysrda@atcon.com

Halifax Regional Development Agency
Unit 9, 11 Glendale Ave.
Lower Sackville, NS B4C 3P2

Telephone: 902-869-4040
Fax: 902-869-4091
Toll-free: 1-800-650-0039
E-mail: hrda@chebucto.ns.ca

Hants Regional Development Authority
Windsor Office
PO Box 2313
Windsor, NS B0N 2T0

Telephone: 902-798-2284
Fax: 902-798-3254
<http://fox.nstn.ca/~hantsrda>

Kings CED Agency
28 Aberdeen Street, Suite 5
Kentville, NS B4N 2N1

Telephone: 902-678-2298
Fax: 902-678-2324
E-mail: kingsced@go.arnet.ns.ca

Regional Development Authorities - continued

Lunenburg/Queens Regional Development Agency
Bridgewater Office
220 North Street
PO Box 39
Bridgewater, NS B4V 2W6

Telephone: 902-543-0491
Fax: 902-543-1156

Pictou Regional Development Commission
980 East River Road
New Glasgow, NS B3H 3S5

Telephone: 902-752-6159
Fax: 902-755-2722
E-mail: prdc@fox.nstn.ca

Shubenacadie Office
PO Box 190
Shubenacadie, NS B0N 2H0

Telephone: 902-758-3338
Fax: 902-758-3497

South West Shore Development Authority
PO Box 131
Yarmouth, NS B5A 4B1

Telephone: 902-742-3021
Fax: 902-742-3107
E-mail: swsday@auracom.com

Strait Highlands Regional Development Authority
PO Box 2200, 32 Paint Street
Port Hawkesbury, NS B0E 2V0

Telephone: 902-625-3929
Fax: 902-625-1559
E-mail: vmacдона@strait-highlands.ns.cs

Western Valley Development Authority
Digby Office
PO Box 1478
Digby, NS B0V 1A0

Telephone: 902-245-2412
Fax: 902-245-4551
E-mail: wvda@wvda.com

Regional Tourism Associations

Antigonish-Eastern Shore Tourist Association
Attn: Mike Broomfield

Telephone: 902-889-2362
Fax: 902-889-2101

Central Nova Tourist Association

Telephone: 902-893-8782
Fax: 902-897-6641

Evangeline Trail Tourism Association
Attn: Jennifer Mosher

Telephone: 902-681-1645
Fax: 902-681-2747

Halifax Regional Municipality
Tourism Department
Attn: Shelly Acker

Telephone: 902-490-7395
Fax: 902-490-5950

Pictou County Tourist Association
Attn: Kim Dickson

Telephone: 902-755-5180
Fax: 902-755-2848

South Shore Tourism Association
Attn: Lynne Perry

Telephone: 902-624-6466
Fax: 902-624-9734

Tourism Cape Breton
Attn: Carolyn Jamael

Telephone: 902-563-4636
Fax: 902-564-5422

Yarmouth County Tourist Association
Attn: Linda Deveau

Telephone: 902-742-5355
Fax: 902-742-3107

Other Useful Information

Notes for Those Interested in International Work Opportunities

At first glance of the program eligibility requirements, you will notice that you must find your own employment within the country of interest to you. This may seem to place the program beyond your reach, but you should note that International Youth Experience can assist with these details.

International Youth Experience maintains:

- ◆ a list of employers in foreign countries, willing to hire foreign students
- ◆ an "Employment Agreement" form that can be used when approaching employers in the country of your choice
- ◆ a form letter to introduce yourself to foreign employers. This will reassure them of your legal entitlement to work in their country.

For more information, or to obtain the assistance of International Youth Experience staff, go to www.experience.qc.ca.

Most embassies in Canada can assist you in determining which documents you will need, such as visas, work permits, and medical/hospitalization coverage in preparation for a work experience abroad. In some cases, the embassy will process the necessary paperwork.

Special Notes about Nova Scotia Municipal Unit Youth Employment Programs

At time of publication, a number of Nova Scotia municipalities were unable to provide accurate details about their youth employment programs due to uncertainty of federal and provincial funding, or because their employment program competitions closed before the guide was sent for publication. *Please contact the number listed below to obtain more current information:*

Cape Breton Regional Municipality	902-563-5005 (General Information)
Halifax Regional Municipality	1-800-835-6428
Municipality of the County of Antigonish	902-863-1117 (General Information)
Municipality of the County of Kings	902-678-6141 (Human Resources)
Municipality of the District of Lunenburg	902-543-8181 (General Information)
Municipality of the District of St. Mary's	902-522-2598 (Recreation and Leisure Dept.)
Municipality of the County of Richmond	902-226-2400 (General Information)
Municipality of the County of Victoria	902-295-3231
Municipality of the District of Yarmouth	902-742-7159 (General Information)
Town of Amherst	902-667-3352 (General Information)
Town of Bridgetown	902-665-2938 (Recreation Dept.)
Town of Bridgewater	902-543-4651 (General Information)
Town of Canso	902-366-2525 (General Information)
Town of Hantsport	902-684-3211
Town of Port Hawkesbury	902-625-2591 (Dept. of Recreation)
Town of Lunenburg	902-634-4410 (General Information)
Town of Mahone Bay	902-624-9859 (Parks and Recreation)
Town of New Glasgow	902-755-7788 (General Information)
Town of Oxford	902-447-2170 (General Information)
Town of Stellarton	902-752-8944
Town of Stewiacke	902-639-2231 (General Information)
Town of Westville	902-396-1500 (General Information)
Town of Windsor	902-798-2910 (Recreation Dept.)
Town of Wolfville	902-542-5767
Town of Yarmouth	902-742-2521 (General Information)

Quick Reference

The following web sites provide information on youth employment and entrepreneurship programs:

Career Edge	www.careeredge.org
Centre for Entrepreneurship Education and Development	www.ceed.ednet.ns.ca
Human Resources Development Canada	
- Youth Web site:	http://youth-jeunesse.hrdc-drhc.gc.ca
- Electronic Labour Exchange	www.spe-ele.org
National Graduate Register	http://WorkLinkNGR.com/
Nova Scotia Department of Human Resources	www.gov.ns.ca/humr/
Public Service Commission of Canada	http://www.psc-cfp.gc.ca/recruit
Strategis/Industry Canada	http://strategis.ic.gc.ca
Youth Resource Network of Canada	http://www.youth.gc.ca

The Youth Employment Strategy also operates a toll-free telephone number through which you can obtain information about federal government employment programs: 1-800-935-5555.

Additionally, the federal government has produced a document called "Youth Links," which details other programs and services not documented in this guide. To obtain a copy, call the number listed above, or visit the Youth Resource Network's web site.